



DATE: 10 October 2019

The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	Management Accountant	
Reports to:	Finance and Business Manager* (* may be assigned to work with specific General Manager(s) and departments within the District Health Board)	
Key Relationships:	Internal: <ul style="list-style-type: none"> General Managers/ Executive Directors Operation Managers Responsibility Centre Managers (Heads of Departments/Clinical Nurse Managers) Other Finance Staff 	External: <ul style="list-style-type: none"> Auditors Banks Inland Revenue Department (IRD) Ministry of Health (MoH) Consultants Accident Compensation Corporation (ACC)
Role Purpose:	<p>The Management Accountant is responsible for:</p> <ul style="list-style-type: none"> Providing analysis and advice for business decision making processes, including contract negotiations, the preparation of funding applications and business cases. Supporting operational managers in budget preparation and management of the budget preparation process. Providing internal budget variance reporting. Preparing financial analysis and interpretation of financial results. Preparing costing models, benchmarking models, financial forecasting, efficiency studies and other projects. Being part of the Finance Team and supporting a culture of continual learning. Monthly and quarterly analysis and reporting for operational managers and the Ministry of Health and its business services units as required depending on work programme. Preparation of quarterly Mental Health Service financial reporting data for the Ministry of Health. <p>The key deliverables are:</p> <ul style="list-style-type: none"> Promote good financial management across the organisation <ul style="list-style-type: none"> Provide timely and accurate reporting to internal managers to support decision making. Provide financial analysis Financial support to managers Preparation of financial models/forecasting Preparation and delivery of reporting templates to National Health Board 	

KEY ACCOUNTABILITIES

The Management Accountant is responsible for:	The Management Accountant will be successful when :
<p>1. Monthly Financial Reports</p> <p>Provide financial analysis and support to service managers in interpreting financial information and explaining monthly financial results.</p> <p>Provide advice to managers on how to achieve budgets and financial targets.</p> <p>Provide details and analysis of material variances to budget both to Service Managers and to the Finance and Business Manager for inclusion with Ministry of Health and Board reporting.</p> <p>Provide advance warning to both General Managers/Executive Directors and to the Finance and Business Manager on anticipated variances and any material operating risks that the organisation is exposed to in the service areas that are supported.</p>	<ul style="list-style-type: none"> Operation and Responsibility Managers have received accurate data and have a clear understanding of financial information provided. Regular meetings held with the Operations Manager Regular meetings scheduled with the Responsibility Centre managers to review the financial results and any drivers to variances. Accurate and timely information is provided.
<p>2. Budget and Business Plan Preparation</p> <p>Assist the Finance and Business Manager with the organisation's annual budgeting process.</p> <p>Prepare prospective financial data for the Annual Plan and other reporting requirements.</p> <p>Work closely with Operations Managers and Responsibility Centre Managers to assist them in preparing annual budgets and business plans.</p> <p>Work closely with the Finance and Business Manager and other finance staff on issues relating to budget and annual plan preparation.</p>	<ul style="list-style-type: none"> Ongoing liaison and assistance with Finance and Business Manager and relevant Managers is provided. Annual budgets and business plans are prepared accurately and within required timeframe. Budget and annual plan preparation issues are addressed/amended in conjunction with Finance and Business Manager.
<p>3. Financial Forecasts</p> <p>Work closely with the Finance and Business Manager, and other finance and operational staff in preparing financial forecasts</p>	<ul style="list-style-type: none"> Delivery of accurate rolling 36 month forecast in communication with managers.
<p>4. Financial Analysis</p> <p>Provide financial analysis and advice on the financial implications of business cases (including capital expenditure) or any other project.</p>	<ul style="list-style-type: none"> Advice and financial analysis is provided in a timely manner.

<p>5. Clinical Costing</p> <p>Establish and maintain costing models for the services provided within the service areas that this position supports.</p> <p>Assist other finance staff in establishing and maintaining cost models for services provided elsewhere in the organisation.</p> <p>Provide information from the costing system as required from time to time.</p>	<ul style="list-style-type: none"> Costing models are established and maintained. Information and assistance on costing models/system is provided to other finance staff when required.
<p>6. Contract Review Process</p> <p>Review contracts with third parties that the District Health Board is considering entering into, in order to ensure compliance with relevant legal and regulatory requirements (with support of legal department).</p> <p>Analyse the financial implications of contracts that the District Health Board is considering entering into and to provide advice about contract pricing.</p>	<ul style="list-style-type: none"> Contracts are reviewed and are compliant with relevant legislative and regulatory requirements Analysis and advice is provided relevant to contracts to be entered into.
<p>7. General Accounting Processes and Procedures</p> <p>Assist with monthly and year-end accounting processes and accruals. This may involve assisting with revenue invoicing, accounting accruals, coding adjustments and stock takes.</p>	<ul style="list-style-type: none"> Meet all deadlines for the month end processes that you are responsible for. Assistance is provided to other Finance staff and when required.
<p>8. Other Items</p> <p>Assist the Finance and Business Manager with various projects involving costing, benchmarking, efficiency studies and financial analysis as required from time to time.</p>	<ul style="list-style-type: none"> Finance and Business Manager is supported with financial analysis when required.
<p>9. Health and Safety</p> <p>Maintaining a high quality, safe and secure work environment by following relevant West Coast DHB and divisional policies, protocols and standards .</p>	<ul style="list-style-type: none"> Adherence to company policy
<p>10. Quality</p> <p>Ensure a quality service is provided in area of expertise by taking an active role in quality activities, identifying areas of improvement.</p>	<ul style="list-style-type: none"> Active involvement in quality within Finance Department Identifying areas of improvement

PERSON SPECIFICATION

Qualifications & Experience
<p>Essential</p> <ul style="list-style-type: none">▪ University level qualification (Bachelor of Commerce, or equivalent) in Finance/Accounting preferred▪ 3-5 years previous experience in a similar role▪ Understanding of accounting procedures/practices▪ Experience in management accounting techniques▪ Skilled in the use of spreadsheets and accounting software▪ Ability to maintain confidentiality and use discretion▪ Able to work unsupervised and prioritise workloads▪ Possess ability to work co-operatively and efficiently▪ Possess a high level of initiative▪ Able to work as part of a team and offer support and help when required▪ Possess accountability▪ Well developed interpersonal skills including the ability to be comfortable with people of all social standards, cultures and abilities.▪ Cultural sensitivity, with an understanding of the principles of the Treaty of Waitangi.▪ Flexibility to work extra hours if required▪ Able to produce well-written correspondence when required▪ Provide financial support to organisational area▪ Able to work under pressure and meet deadlines▪ Commitment to ongoing self-development▪ Able to travel when required▪ Able to coach,teach and supervise

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.