

	POSITION TITLE	Management Accountant		
	DIRECTORATE	Financial Services	DEPARTMENT	Finance
	REPORTING TO (operationally)	Senior Management Accountant	REPORTING TO (professionally)	
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers management accounting for the Hawke's Bay District Health Board (HBDHB) Nil staff reports			
PURPOSE OF THE POSITION	<p><i>Work under direction of the Senior Management Accountant, Finance Manager or Executive Director, Financial Services.</i></p> <p><i>Provide financial, operational assistance, expertise/knowledge and analytical support to further organisational achievement of operational and strategic targets to improve health outcomes.</i></p> <p><i>To ensure and prioritise a focus on patient safety and quality relating to care and processes within an allocated area of responsibility.</i></p> <p><i>Delivery of organisational KPI's including relevant MOH target, financial budgets and service plans</i></p> <p><i>To recognise and support the delivery of the Hawkes Bay Health sector vision</i></p>			
KEY DELIVERABLES	<p>Management Accounting</p> <ul style="list-style-type: none"> ○ <i>Work under direction of the Senior Management Accountant, Finance Manager or Executive Director, Financial Services</i> ○ <i>Take responsibility for appropriate accounting, reporting and administrative functions to which the position is assigned.</i> ○ <i>Regularly review internal control procedures to ensure the integrity of account processes and procedures are not compromised</i> ○ <i>Ensure compliance with all HBDHB accounting and administration policies and procedures and generally accepted accounting practices.</i> ○ <i>Prepare and supply information required for annual audit purposes. Liaise with external auditors as necessary so they have the information they require.</i> <p>Reporting</p> <ul style="list-style-type: none"> ○ <i>Prepare monthly management operational and financial information for relevant members of the team.</i> ○ <i>Prepare monthly accrual schedules and journals.</i> ○ <i>Review Monthly reports and prepare consolidated reports within appropriate deadlines</i> ○ <i>Identify and implement reporting that provides information on a timely basis to ensure expectations to budget performance and identify to management areas for corrective action.</i> ○ <i>Continually review and improve the reporting package covering financial and non-financial data.</i> ○ <i>Coordinate forecast outturns required</i> ○ <i>Areas of financial risk are identified and reported utilising appropriate risk management/financial monitoring techniques.</i> <p>Business Analysis</p> <ul style="list-style-type: none"> ○ <i>Provide input to decision making processes to ensure decisions are made on the basis of accurate, soundly based information that provides understanding of key issues requirement consideration</i> ○ <i>Support in contract negotiations by providing sound, accurate analysis of information</i> ○ <i>Provide financial support in areas such as pricing models and business cases.</i> <p>Annual Budgets</p> <ul style="list-style-type: none"> ○ <i>Contribute to and assist with the coordination, planning and preparation of the annual budgeting exercise, providing constructive input and commercial acumen.</i> ○ <i>Contribute to and assist with the coordination, planning and delivery of the annual budgeting exercise.</i> ○ <i>Ensure the requirements are met when defining the key financial and operational KPI's that need to be budgeted for and measured.</i> 			
HEALTH & SAFETY RESPONSIBILITIES	<p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> ● Not to do anything that puts your own H&S at risk ● Not to do anything that puts others H&S at risk 			

	<ul style="list-style-type: none"> To follow all health and safety policies and procedures To follow all reasonable health and safety instructions (You have the right to cease work if you believe that you, or others, are at risk of serious harm). 	
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> Service Directors, Clinical Directors, Nursing Directors, Portfolio Managers (Health Services, Planning, Funding and Performance, Finance, Support Services and Corporate), Management Accounting Team Finance Team Contract Team Strategic Planning Team Business Intelligence, and Project Management Office 	<p>EXTERNAL</p> <ul style="list-style-type: none"> Ministry of Health National Health Board Other DHBs ACC Central Region Technical Advisory Board NGOs New Health Partnerships Consumer Groups
DELEGATION AND DECISION	Provides advice and support, is part of a team making decision process with escalation path for any decision that they may not consider being appropriate at that time.	
HOURS OF WORK	80 per fortnight	
EMPLOYMENT AGREEMENT & SALARY	IEA Step 14 \$59,420 to \$69,906	
DATE	March 2020	
EXPENDITURE & BUDGET ACCOUNTABILITY	Nil	
SCOPE & COMPLEXITY	Working as a trusted partner to the Business leaders, providing high quality financial and business advice, setting out clearly the risks and impacts of any course of action including setting out alternative options.	

ESSENTIAL CRITERIA

Qualifications

- Tertiary qualification in a business Degree or similar.

Experience

- *Ideally at least two year work experience post tertiary studies in relevant field.*

Business / Technical Skills

- *Numeracy, literacy, report writing skills*
- *Intermediate Excel skills*
- *Proficient with other Microsoft Office programmes*
- *Familiarity Accounting Software*

Leadership Competencies

Key Attributes

- *Proven ability of thinking laterally and developing innovative solutions to problems.*
- *Ability to build relationships and work collaboratively with others*

Effectively Engaging with Māori –

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

Physical requirements for role:

nil

Vaccination status for role:

Required

DESIRABLE CRITERIA

Qualifications

- Prepare to undertake study to become chartered accountant

Experience

Business / Technical Skills

- *Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.*



Our Vision and Values

Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.