

## HEALTH AND DISABILITY COMMISSIONER

### POSITION DESCRIPTION

<b><u>POSITION:</u></b>	Finance Officer
<b><u>DEPARTMENT:</u></b>	Corporate Services
<b><u>REPORTS TO:</u></b>	Finance Manager

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#### **Ko wai tātou | Who we are**

Under the Health and Disability Commissioner Act 1994 (the Act), the Health and Disability Commissioner is required to promote and protect the health and disability services consumers' rights and facilitate the fair and efficient resolution of complaints relating to infringement of those rights.

#### **Mō tēnei tūranga mahi | About this role**

The principal role of the Finance Officer is to carry out the financial functions for the Health and Disability Commission in an efficient and effective manner. This includes, but is not limited to accounts payable, accounts receivable, inventory and weekly payroll.

#### **He aha tāu e mahi ana | What you'll be doing**

- Preparing and entering accounts payable data (supplier invoices, staff reimbursement claims and automatic payments) into the Health & Disability Commissioner's accounting system (Greentree) and adhering to month end deadlines.
- Preparing and processing EFT payment runs in a timely manner for payment on the 10<sup>th</sup> and 20<sup>th</sup> of each month.
- Distributing credit card statements to relevant cardholders and ensuring approved statements are returned to Finance with all relevant receipts.
- Ensuring authorisations set in HDC's Delegated Financial Authority Schedule are adhered to.
- Validating reimbursement and credit card expenses, ensuring compliance with HDC's Sensitive Expenditure Policy.
- Preparing the monthly Creditor Changes report for review by the Auckland Office Manager.
- Maintaining the purchase order system, travel requisition system and issuing of taxi vouchers.
- Preparing reconciliation of HDC's bank account.
- Carrying out credit control on aged debtors.
- Liaising with the Auckland Office Manager in relation to the re-ordering and reprinting of publications resources.
- Monitoring the online order in-box, processing orders, generating invoices, dispatching publication orders, and responding to any enquiries.
- Updating Greentree with quarterly stocktake results.

- Responding to suppliers and customers (both internal and external) in a timely and professional manner.
- Assisting the Finance Manager and Senior Finance Officer with statutory reporting requirements.
- Assisting with the interim and final external audit.
- Ensuring the privacy and confidentiality of corporate information.
- Providing secretarial and administration support to the Corporate Services Team.

*The Finance Office will also carry out other duties, not listed above, that may be required from time to time.*

### **Ko ngā mea ka hiahiatia e koe kia angitū te haere | What you'll need to be successful:**

- At least 3-5 years relevant financial and office administration experience.
- Proficient in the use of Microsoft products, in particular Excel and Word.
- You will be able to organise your workloads and work unsupervised while maintaining accuracy and efficiency.
- Ability to operate effectively under pressure whilst still meeting your deadlines, sometimes with conflicting deadlines.
- You will have the ability to build effective working relationships with a broad range of people and organisations.
- A positive attitude and the ability to work as part of a team.
- You will have personal integrity, sound judgement and an honest and ethical approach.

### **Te Aronga o te Ratonga Tūmatanui | Public Service Purpose**

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

The Health and Disability Commissioner welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities, and religions.

*Note: This position description, both in terms of actual responsibilities and focus, is subject to change over time, as the role and the organisation develop*