



OUR VISION: TO BE A TRUSTED LEADER IN OUR LOCAL RURAL HEALTH CARE

OUR PURPOSE: WORKING TOGETHER WITH OUR COMMUNITIES FOR BETTER HEALTH & WELLBEING

Position Description

At REDHS, our vision is to be a trusted leader in our local rural health care. **Growing Together – Our People, Our Culture, Our Future.** reflects our commitment to achieving this by fostering a workplace where people feel valued, respected and connected.

As a trusted service provider, our actions shape our culture and influence the experience of those we serve. This Position Description outlines the responsibilities and expectations of the role and its contribution to our mission and strategic objectives. At REDHS, how we achieve outcomes is as important as the outcomes themselves. All employees are required to comply with the REDHS values and demonstrate them consistently in their daily work to support our people, strengthen our culture and positively impact our community.

Position Title	Management Accountant
Position ID	
Department	Corporate Services
Award	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021-2025
Classification	Administration Grade 5 (Dependent on qualifications and experience) HS5
Employment Type	Full Time / Part Time
Reports To	Reporting to the Director Corporate Services, this role partners closely with the Executive Team to drive corporate governance, financial Aged Care prudential compliance and business improvement.
Direct Reports	Finance Officer
Date Document Approved	19 June 2026
Approved by	CEO
Purpose of Position	This role is responsible for delivering accurate and compliant financial management, reporting, and analysis to support organisational performance in aged care and health services. It ensures effective budget management, funding optimisation, and regulatory compliance while providing strategic financial advice to executive leadership. The position also plays a key role in stakeholder engagement, particularly with residents and families, and leads a high-performing finance function that supports organisational sustainability, service delivery outcomes, and a values-driven culture.

Key Accountabilities & Performance Indicators (Focus on 6–8 high-impact areas)

Key Accountabilities (Strategic Focus)	Performance Indicators (Measures of Success)
Financial planning, management & reporting	<ul style="list-style-type: none"> Assisting the organisation to manage operational and capital budgets in partnership with Executive team and responsible managers Monitor financial performance against budgets and provide variance analysis and recommendations to the Executives and other audiences (as relevant) Support capital budget tracking and reporting for major projects Prepare and analyse periodic reports to support strategic decision-making Perform relevant month-end processes, including journals, general ledger maintenance, and balance sheet reconciliations Provide financial, FTE analysis and advice to Executive leadership and others as relevant

Aged Care & Health Funding & Compliance	<ul style="list-style-type: none"> • Manage aged care and other clinical services financial contracts (e.g. TCP, etc), government associated and other funding claims and receivables to ensure accurate and timely revenue collection • Prepare and reconcile government funding submissions and payment statements (e.g., Services Australia) • Prepare and submit external reports including HealthCollect, AIMS (S5-129, AN-ACC), HeART, GPMS, and QIPSRACS • Apply knowledge of aged care funding models and reforms (including Aged Care Act and RAD requirements) • Ensure compliance with financial management frameworks, policies and regulatory requirement • Audit support & internal control oversight ensuring timely provisions of documentation
Stakeholder Engagement	<ul style="list-style-type: none"> • Partner with perspective aged care residents and families to discuss and explain financial contracts as part of the admission process • Partner with executive and other key management roles to align financial performance with service delivery outcomes
Leadership and Management	<ul style="list-style-type: none"> • Lead, coach and support the team to achieve individual and organisational objectives, maintaining high standards of financial administration and contribute to a culture of continuous improvement
Actively demonstrates and embeds the REDHS values in all actions, decisions and interactions, contributing to a safe, respectful, inclusive and high-performing culture aligned to Growing Together: Our People. Our Culture. Our Future.	<ul style="list-style-type: none"> • Consistently demonstrates behaviours aligned to REDHS values in daily practice • Treats consumers, colleagues and community members with respect, fairness and professionalism • Takes personal accountability for actions, follows through on commitments and raises concerns appropriately • Contributes positively to team culture and psychological safety • Participates in engagement, learning and improvement activities that strengthen service quality and sustainability • Uses organisational resources responsibly and supports environmentally and financially sustainable practices

Key Relationships

Internal Relationships
<p>Executive Team (CEO & Directors) – Provide financial analysis, reporting, and strategic advice to support decision-making</p>
<p>Finance Team – Collaboration on financial reporting, compliance, and month-end processes</p>
<p>Residential Care Manager & Clinical Staff – Align financial performance with service delivery outcomes and funding requirements</p>
<p>Administration Support Officer Staff – Coordination of resident onboarding and financial contract processes</p>
<p>Quality & Education Team – Ensure adherence to regulatory, funding, and reporting obligations</p>
<p>Human Resources (People & Culture) – Support FTE analysis, workforce planning, and cost management</p>
<p>Project Managers / Capital Works Leads – Monitor and report on capital budgets and project expenditure</p>
<p>IT / Data Teams – Support financial systems, reporting tools, and data accuracy</p>
External Relationships (Community, Industry etc)
<p>Residents and Families – Explain financial arrangements, contracts, and aged care fees clearly and professionally</p>

Government Agencies (e.g. Services Australia, Department of Health) – Manage funding submissions, reporting, and compliance requirements

Regulatory Bodies & Auditors – Provide information and documentation for audits and reviews

Funding & Reporting Platforms (HealthCollect, AIMS, HeART, GPMS, QIPSRACS) – Ensure accurate and timely submissions

Banks / Financial Institutions – Manage financial transactions and funding arrangements where required

Suppliers / Contractors – Financial coordination related to services, billing, and payments

Key Selection Criteria & Capabilities

Key Selection Criteria
<p>Qualifications</p> <ul style="list-style-type: none"> Tertiary qualification in accounting commerce or finance and membership of a recognised accounting body (CPA, charters accountants)
<p>Essential Registrations</p> <ul style="list-style-type: none"> Current Police Check and Working with Children Check Current Influenza Vaccine
<p>Technical and Professional Capabilities</p> <ul style="list-style-type: none"> Strong technical financial and accounting knowledge and experience Demonstrated effective interpersonal, communication and management skills. Accountability and ability to prioritise and meet deadlines Proficient with MS office software (excel), Magiq, ideally ERAD software Experience in a health environment would be highly regarded
<p>Personal & Leadership Capabilities</p> <p>1. Advanced Financial Management and Accounting Expertise Incumbent demonstrates comprehensive knowledge of accounting principles, financial reporting standards, budgeting, forecasting, financial analysis, and internal controls. Ability to interpret financial information and provide strategic advice to support organisational decision-making.</p> <p>2. Health and Aged Care Funding, Compliance and Governance Incumbent demonstrates experience in managing financial compliance requirements, funding submissions, reporting obligations, and regulatory frameworks within health, aged care, government or similarly regulated environments. Ability to maintain audit readiness and ensure compliance with legislative and organisational requirements.</p> <p>3. Analytical and Business Improvement Capability Incumbent applies critical thinking, business analysis and problem-solving skills to identify trends, risks, opportunities and process improvements. Demonstrates the ability to utilise financial systems, business intelligence tools and performance reporting to support organisational outcomes.</p> <p>4. Stakeholder Engagement and Customer Service Incumbent develops and maintains productive working relationships with executives, managers, staff, external service providers, aged care consumers, families and other stakeholders. Demonstrates the ability to communicate complex financial information in a clear and accessible manner.</p> <p>5. Leadership and Team Development Incumbent provides effective leadership, coaching and support to staff, fostering a culture of accountability, continuous improvement and high performance. Demonstrates the ability to lead through change, support capability development and contribute positively to team culture.</p> <p>6. Planning, Prioritisation and Organisational Skills Incumbent effectively manages competing priorities, multiple deadlines and complex workloads</p>

while maintaining accuracy and attention to detail. Demonstrates strong organisational skills and the ability to deliver high-quality outcomes within required timeframes.

7. Communication, Professionalism and Confidentiality

Demonstrates highly developed written and verbal communication skills, including the preparation of reports, correspondence and presentations for executive and governance audiences. Maintains professionalism, discretion and confidentiality when handling sensitive financial, organisational and personal information.

Growing Together – Our People. Our Culture, Our Future.

REDHS Values and Behaviours

Our culture is shaped by the values and behaviours we demonstrate every day, and our commitment extends beyond our organisation into the community we serve. Employees are required to comply with the REDHS Values, as the way we behave in the workplace and the manner in which we undertake our roles is just as important as how we perform the tasks associated with them. We expect all employees to embrace the REDHS Values and demonstrate them consistently in their daily work, contributing positively to our people, strengthening our culture, and supporting our community.

R	Reliability We are trustworthy and consistent in everything we do, ensuring safe, high-quality care for our patients, residents, and the community at all times.
E	Engagement We work collaboratively with colleagues, patients, and our community to address challenges, create opportunities, and bring about positive change in rural health and wellbeing.
D	Diversity We respect and embrace the unique needs, experiences, and perspectives of every individual, ensuring culturally safe and inclusive care for all.
H	Hospitality We welcome and treat everyone with warmth, empathy, and generosity, creating a positive and compassionate experience for patients, families, colleagues, and visitors.
S	Sustainability We deliver care responsibly today while making decisions and using resources that safeguard the health, wellbeing, and future of generations to come.

Employment Obligations

Employment Principles

REDHS is committed to the employment principles that reinforce the public sector values. These principles ensure:

- Employment decisions are based on merit and employees are treated fairly and reasonably
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment
- Equal employment opportunity is provided
- Human Rights are upheld in accordance with the Charter of Human Rights and Responsibilities Act 2006

Professional Conduct and Organisational Compliance

Employees of REDHS must perform the inherent requirements of their role to a professional standard and comply with all REDHS policies, procedures, Codes of Conduct, values and lawful directions, as well as applicable legislation, industrial instruments and accreditation standards. All staff must demonstrate the REDHS Values, maintain confidentiality, access information only as required for legitimate work purposes, participate in the Performance Review and Development program, complete mandatory training and engage in relevant professional development.

Personal Centred Care

All staff are required to support the REDHS “This is Me” philosophy by treating all individuals with dignity and respect, supporting informed decision-making and providing care and service that recognises individual needs and rights.

Work Health Safety & Risk

All employees must take reasonable care for their own health and safety and that of others, follow safe work practices, use personal protective equipment as required, report hazards, incidents and risks in accordance with REDHS systems, participate in emergency preparedness activities and contribute to organisational risk management and continuous quality improvement.

Clinical Practise Requirements (Clinical roles)

Employees in clinical roles must maintain current registration and/or licensing, practise within their approved scope, complete required competencies, deliver safe person-centred care aligned with NSQHS and professional standards, and participate in clinical risk management and multidisciplinary collaboration.

Employment Conditions

Appointment and ongoing employment are subject to satisfactory pre-employment checks including Police Records Check, Working with Children Check (where applicable), NDIS Worker Screening Check for identified risk-assessed roles, and staff immunisation clearance in accordance with REDHS policy, as well as disclosure of any pre-existing condition that may affect the inherent requirements of the role.

Additional Requirements

Position Review

- This Position Description may be reviewed and amended at any time, with approval from the relevant Director and in consultation with the employee.
- Appointment is subject to satisfactory Staff Immunisation clearance and required pre-employment checks, including a Police Records Check, Working with Children Check and, where applicable, an NDIS Worker Screening Check.
- This document outlines the general duties and responsibilities of the role and is not exhaustive.
- An initial performance review will occur within three months of commencement and annually thereafter. These discussions provide an opportunity to review responsibilities, clarify expectations and set objectives for the year ahead.

Acceptance of the Position

This Position Description:

- Is to be read in conjunction with the employee’s Contract of Employment, applicable Enterprise Agreement, and REDHS policies, procedures and Codes of Conduct.
- May be amended from time to time in consultation with the employee.
- Reflects the general duties and responsibilities of the role and is not intended to be exhaustive.

By signing below, the employee acknowledges that they have read, understood and agree to comply with the requirements and responsibilities outlined in this Position Description and associated employment documentation.

Name	
Date	
Signature	