



Position Description

Position title:	Accounts Support	Date:	April 2025
Reports to:	Accounts Support Team Leader	Department:	Finance
Number of reports:	0	Location:	National Support Office
Delegated financial authority:	N/A	Budget ownership:	N/A
Level of influence:	Leading self		

Our Organisation

At Southern Cross Healthcare, our vision is to help people live their best lives by reimagining healthcare.

Across our nationwide network, we combine the skills of more than 4,000 people including nurses and anaesthetic technicians, working with specialists, surgeons, anaesthetists, and allied health practitioners.

As New Zealand's largest private provider of healthcare, our strong "for purpose ethos" and through being recognised as one of New Zealand's leading and most trusted brands, we are poised to amplify the delivery of healthcare services like no other.

Vision	Purpose
Our vision is for what we aspire.	Our purpose is why we exist.
To help people live their best lives by reimagining healthcare.	To advance the provision of quality healthcare in Aotearoa New Zealand.

Values and Behaviours

Teamwork: We will work together because we know that a strong team will always outperform strong individuals.

Responsibility: We will take ownership and pride in our work. We will act with integrity and be accountable for our behaviour.

Respect: We will act fairly in a culture of mutual trust and respect.

Aspiration: We will aspire to be the best we can be. We will recognise and celebrate success.

Role Purpose

- To provide support to the Finance Team by assisting with Accounts Receivable and Bank Reconciliation, providing accurate and timely Debtor transaction processing and reporting.

Key Relationships

Internal

- Accounts Support Team Leader
- Group Financial Controller
- Accounts Support Team (AP + AR)
- Wider Finance Team and NSO
- Hospital Accounts/Admin Teams
- Treasury/Trust Accountant

External

Key Accountabilities

- Share Cashflow Report to CFO and GFC daily.
- Share Bank Statement report to wholly-owned hospitals AR contact daily.
- Import and post journals from WebPas to Technology One.
- Receipting of Debtor payments within WebPas and Technology One.
- Complete bank reconciliations for bank accounts daily.
- Identify and resolve non-matching items on the bank reconciliation.
- Raise invoices for National Support Office recharges.
- Raise invoices for rent, Opex and other non-patient invoicing as required.
- Managing the generic Accounts Receivable inbox emails and queries.
- Reconcile Debtors sub ledgers to General Ledger.
- Reconcile recharge accounts.
- Training and support to hospital admin staff relating to AR.
- Managing questions/emails from hospitals relating to AR.
- Prepare and post bank journals within Tech-One financials.
- Reconcile bank ledger to general ledger.
- Prepare monthly reports relating to Debtors.
- Managing Debtors database.
- Other ad hoc duties as required.
- Review cash on hand and expected payments to manage bank account levels.

- Review and recommend improvements in reporting to hospitals on debtors and debtor collections

Health, Safety and Wellbeing

- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities.
- Actively participate where improvements to health and safety at SCHL can be made.

Commitment to the principles of Te Tiriti o Waitangi

- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

Commitment to Diversity, Equity, and Inclusion (DEI)

- Honour diversity by acknowledging and respecting others' spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

Commitment to Environment, Social and Governance (ESG)

- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

Role Requirements

Experience and skills desirable:

- Minimum 2 years of accounts and finance experience in an accounting/office administration environment.
- Experience with Technology One or equivalent ERP System.
- Bank Reconciliation and analysis experience.
- Being able to share knowledge and train others.
- Sound organisation skills and ability to prioritise.
- Attention to detail.
- Analytical
- Proactive
- Ability to meet deadlines.
- Fast learner
- Investigative nature, being able to think outside the box, questioning nature.
- Good communication skills both written and verbal.

Education and qualifications desirable:

- NCEA Level 2 or equivalent education achieved in Maths and English
- Intermediate level of Excel, Word, graphs, Outlook

Desirable, but not essential:

- CA ANZ Accounting Technician qualification

<ul style="list-style-type: none">• Team player• NZ Resident	
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Leadership Attributes	
Human Centred Leadership <ul style="list-style-type: none">• Empathy• Adaptability• Connection	Change Enabler <ul style="list-style-type: none">• Execution• Energy• Contribution
Performance Coach <ul style="list-style-type: none">• Accountability• Engagement• Collaboration	