

POSITION DESCRIPTION**Finance Lead****NAME:****RESPONSIBLE TO:** Medical Operations Manager – Urgent Care**DIRECT REPORTS:** Nil**FUNCTIONAL RELATIONSHIPS WITH:**

Internal -

- Medical Director
- Clinical Nurse Lead
- General Practice Lead
- Administration Team Leader
- Reception and Administration staff
- Doctors (employed and contracted)
- Nurse Practitioner
- Registered and Enrolled Nurses
- Health Care Assistants
- Other health providers

External -

- Patients
- Visitors
- Nelson Bays Primary Health staff
- Te Whatu Ora staff
- Business Partners
- Contracted service providers (e.g. IT support)
- Funders – ACC, Health NZ/NMH
- Other health professionals

MAIN PURPOSE OF THE JOB:

The Finance Lead is a pivotal person in the Medical and Injury Centre (MIC) environment, responsible for delivering and co-ordinating finance.

The Finance Lead is a member of the operational leadership team, actively participating in the planning and implementation of agreed operational and strategic objectives.

The internal focus is to ensure efficient operations through effective completion and delivery of support related processes and workflows; providing leadership of Finance tasks and functions.

In the absence of the Medical Operations Manager, the Finance Lead may be delegated to oversee the practice to ensure smooth running of the facility, appropriate leadership, communication and response to operational risk management needs as required during these periods.

Medical and Injury Centre is committed to the principles of Te Tiriti O Waitangi (the Treaty of Waitangi) and the overarching objectives of the New Zealand health and disability strategies with a focus on improving and addressing equity imbalance.

Key Tasks		Standards/Outcomes Expected
1	Finance	To ensure MIC team are charging, receiving and processing expenses and payments accurately, achieved by working closely with MIC leadership team members and Administration Team Leader.
	1.1	<p>Finance</p> <p>Complete the required tasks to ensure appropriate financial management of the practice, including</p> <ul style="list-style-type: none"> ○ managing ACC claim accuracy ○ day book – audit non-invoiced/no notes written ○ banking/accounts/PMS reconciliations – data entry into PMS and accounting system to align as needed ○ remittances ○ follow up rejected ACC/MOH claims ○ banking including appropriate level of change ○ Supplier invoices entered into accounting programme ○ Bad debt recovery <p>Provide advice to the Medical Operations Manager and Directors on financial and commercial issues that support the strategic direction of the facility.</p> <p>Provide advice on compliance with statutory and financial reporting standards.</p> <p>Establish and monitor internal controls, systems and policy to ensure accurate reporting to the manager and directors, in partnership with the practice accountants and MIC Medical Operations Manager.</p> <p>Monitor financial delegations for the practice.</p> <p>In partnership with the MIC Medical Operations Manager:</p> <ul style="list-style-type: none"> ● Develop and maintain budgets and budget processes (capital and operational) and variance reporting.

			<ul style="list-style-type: none"> • Prepare annual budget for approval by business owners/directors. • Oversee the cash flow to ensure sufficient funds are available to run the business. • Provide cash flow forecasts and actual figures for reporting to the business owners/directors as required. • Accurate and timely preparation of GST/FBT/PAYE reports for IRD. • Maintain credit management activities with bad debts are kept to a minimum. • Support capital programme – ensuring that expenditure is identified, budgets allocated, and projects are managed within expenditure. • Prepare quarterly financial and management reports . • Liaise with practice accountant and assist with preparation of annual accounts as needed.
	1.2	Payroll	<p>Support Medical Operations Manager to achieve:</p> <ul style="list-style-type: none"> • Overview of wage rates and accurate payments made in line with approved parameters. • Payroll administration and processes are completed in an accurate and timely manner. • Any salary changes and/or other payments are appropriately authorised. • HR/payroll records are maintained to audit and legal requirements.
2	Communication		
	2.1	External	<p>MIC brand and professional profile is actively supported .</p> <p>Maintain good working relationships with all business partners and suppliers.</p>
	2.2	Internal	<p>Staff, manager and owners are kept informed by way of regular communication as to the things that affect them within the operations, lie within their scope of responsibility and support an effective, professional team culture.</p>
3	Te Tiriti o Waitangi (Treaty of Waitangi)		
	3.1	Demonstrates an ability to apply the principles of the Te Tiriti o Waitangi.	<ol style="list-style-type: none"> a) Understand the Te Tiriti o Waitangi and its relevance to the health of Maori in Aotearoa/New Zealand. b) Demonstrate knowledge of differing health and socio-economic status of Maori and non-Maori. c) Apply Te Tiriti o Waitangi to your work.

4	Healthy Equity		
4.1	Enable delivery of services to patients in a way that acknowledges different cultural values		<ul style="list-style-type: none"> a) Work to ensure that services are delivered in a culturally appropriate and competent manner, ensuring that the integrity of each individual's culture is acknowledged and respected and that the particular needs of the community are catered for. b) Culture may include age, gender, sexual orientation, ethnicity, culture, disability or beliefs. c) Assist patients to gain appropriate support and representation from those who understand the patient's culture, needs and preference.
4.2	Social determinants		
	Be aware of social determinants that impact on health outcomes		<ul style="list-style-type: none"> a) Understand the inequities that lead to poor health outcomes. b) Investigate, enable and encourage use of programmes, policies that are available to address inequities. c) Consider alternative ways to enable provision of services to reach vulnerable patient populations.
5	MIC Leadership Contributions		
5.1	Leadership		<p>At all times exhibit a professional, approachable leadership style.</p> <p>Represent MIC at professional meetings related to the medical profession.</p> <p>Support the reputation of MIC.</p> <p>Seek leadership roles in PHO and other industry organisations as appropriate to role.</p> <p>Develop and maintain effective working relationships with relevant stakeholders.</p> <p>Develop and maintain strong and effective working relationships with colleagues within the facility.</p> <p>Stand in for the MIC Medical Operations Manager in their absence as/when required.</p>
5.2	Risk management input		<p>Participate in risk identification and mitigation activities, and updating of the facility risk register.</p> <p>Contribute to maintenance of the facility business continuity plan.</p>
5.3	Business Development input		<p>Opportunities for business development are considered, identified and reported to the MIC Medical Operations Manager.</p> <p>Opportunities, once approved are then explored and implemented according to approval instructions.</p> <p>Project management of new projects as delegated.</p>

			Ensure funding streams from the PHO, ACC and/or other funders are maximised.
	5.4	Develop and maintain office systems and protocols (non-medical)	In collaboration with MIC Medical Operations Manager and staff, develop suitable protocols and processes. Protocols and policies are reviewed on a regular basis.
	5.5	Implement and maintain quality management systems	In collaboration with other staff, participate in the development and review of quality management systems and internal processes.
	5.6	Strategic & Business Planning input	Support MIC Medical Operations Manager's co-ordination of strategic planning process and facilitation of input by facility staff. Support the facilitation of strategic planning meeting if/as required. Contribute to strategic plan reporting needs. Contribute to development of annual business plan and budget preparation for approval.
6	Other		
	6.1	Other duties	Finance Lead will be asked from time to time, to perform other tasks in order to maintain the smooth and effective service of the operation.

Signed by MIC Employee:		Signed for an on behalf of the Employer:	
Name: _____		Name _____	
Signature: _____		Signature: _____	
Date: _____		Date: _____	