



JOB DESCRIPTION

Finance & AR Administrator

POSITION TITLE:

Finance & AR administrator

SERVICE AND LOCATION:

PSSC Administration, 12 Park Lane, Timaru.

HOURS OF WORK:

40 hours, Monday to Friday from 8.30am to 5pm.

RESPONSIBLE TO:

Chief Financial Officer

FUNCTIONAL RELATIONSHIPS:

- Chief Executive Officer
- Administration Staff
- Community Services Staff
- Clients and Client Stakeholders, General Public, Organisations and Business Operations
- Family Works Staff
- Enliven Staff

APPROVED BY:

Carolyn Cooper, Chief Executive Officer

DATE REVIEWED: July 2024

AGREED TO BY: Name:

Signature:

Date:

PRIMARY OBJECTIVES OF THE POSITION

To provide support to financial systems and perform analysis to support management with accurate financial performance information.

KEY TASKS AND PERFORMANCE STANDARDS

| Tasks | Objectives |
|---|---|
| 2. Residential Care Revenue and debtors management | <ol style="list-style-type: none">1. Clients' invoices and statements prepared and posted promptly and within agreed time frames – Residential Care, and Retirement Village etc.2. Income from Debtors receipted and allocated promptly and prepared for banking within agreed time frames.3. Enquiries from Debtors responded to promptly, accurately and courteously.4. External reporting and communication management for the funding providers like – MOH, WINZ, DHB etc. on monthly or required basis.5. All required income accounting records collated monthly and supplied to the accountant within 4 working days of the end of the month. Other month end support as applicable.6. Balance sheet reconciliations for Debtors and related accounts on monthly basis.7. Correspondence and other communication with client families and financial representatives undertaken promptly, accurately and courteously.8. Maintain accurate residential care resident movement records (admission, discharge, transfer).9. Ensure the appropriate retention and archiving of related records.10. Develop and maintain up to date procedure and reference documentation for the position. |
| 4. Audit Support | Assist the internal auditors and external auditors in their year-end audit – provide documentation and information as requested. |
| 5. Health & Safety | <ol style="list-style-type: none">1. Participate annually in Fire and Safety and any other mandatory training.2. Be familiar with responsibilities under the Health & Safety Act.3. Be familiar with Accident Reporting and Hazard Identification requirements4. Be responsible for ensuring work environment is safe. |
| 6. Quality Programme | <ol style="list-style-type: none">1. Active participation required in PSSC's Quality Programme. |

7. General

1. Any other duties as may be required by the Chief Executive Officer or Chief Financial Officer.