Active+ National Support Office
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Position Description

Position title:	Senior Finance Coordinator	**Date:**	July 2026
Reports to:	Finance Practice Manager	**Department:**	Finance
Number of reports:	Direct: 0 Total (include indirect): 0	**Location:**	Active+ National Support Office
Delegated financial authority:	No	**Budget ownership:**	No
Level of influence:	**Leading self**		

Our Organisation

Founded in 1990, Active is New Zealand's largest 100% New Zealand owned interdisciplinary rehabilitation supplier. Our vision is to be the leading brand of integrated interdisciplinary health clinicians that strive to achieve a seamless, quality orientated, interdisciplinary experience for our clients which enables them to meet their full potential. In 2024, Active became wholly owned by Southern Cross Healthcare Limited; the largest and most trusted private healthcare provider in New Zealand.

A successful business is the result of teamwork and people working together in a spirit of partnership. Active is committed to promoting harmony and ensuring that consultation and co-operation are the basis for sound relationships with its employees.

Active is committed to its employees in the context of an employment relationship that is mutually beneficial.

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

Our Values

Care First: Care is at our heart. It's the foundation of who we are and how we approach our mahi. Through genuine manaakitanga, we deliver a quality of care that makes healthcare more human.

Better Together: Our strength comes from connection and collaboration – we bring together our diverse skills, perspectives, and experiences in the spirit of partnership and kotahitanga. We all play our part creating better outcomes for everyone.

Pursue Excellence: Every day brings a new opportunity to improve, innovate, and excel. We don't settle for 'good enough'. We're here to do our best work, delivering our best care for the people and communities we serve.

Role Purpose

The Senior Finance Coordinator position is responsible for the processing and reporting of accounts payable and receivable via our Practice Management and Accounting systems. You will be directly responsible for the administration and delivery of finance processes that support this and will have a strong focus on process optimization. You may be required to step in when the Finance Practice Manager is unavailable.

The Senior Finance Coordinator reports into the Finance Practice Manager within our Finance team.

Key Relationships

Internal

- Finance Practice Manager and coordinators
- Service Delivery Managers and Coordinators
- Active Provider Network
- CEO and Executives

External

- Suppliers
- Debtors

Key Accountabilities

Accounts Receivable

- ACC/TPA Schedule/Invoice Management
- ACC/TPA Remittance Management
- Held and Declined Payment Management
- AR complex Queries
- Capturing Debtor Payments from the bank to Gensolve
- Creating new Debtor contacts in Gensolve
- Resolve ACC declined payment as per ACC error code and contract service code

Accounts Payable

- Preparation and Management of Commissions to providers
- AP Complex Queries
- Capturing and reconciliation of supplier invoices in Xero and Gensolve
- Manual BCTI creations

Ad-hoc Work

- Provides cover for finance team including Finance Practice Manager
- Identification and communication to the Finance Practice Manager of System and Process Improvements and risks within the team
- Assistance with any company audits
- Preparation of reports/Schedules and excel tools that can be used for process improvements
- Month end closing tasks such as the sales journal, Internal Active account write offs, Manual journals and ICP
- Bank Reconciliations
- Review GST Return monthly for any incorrect transaction capturing
- Calculation of revenue invoiced after month end and calcs for accrued revenue
- Any other adhoc tasks as requested by the Finance Practice Manager
- Reconciling Gensolve to Xero on a monthly basis to ensure that the Debtor closing balances are correct and sales recorded for the month are accurate

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 required:	Education and qualifications required:
• Excellent communication skills • Financial administration and processing skills • Organised & structured in prioritising tasks and excellent time management • Minimum of 3 years practical experience in finance (or related team) of at least a medium sized business • Minimum of 3 years working experience in the healthcare industry • Intermediate to advanced level of excel skills • Excellent analytical skills • Ability to improve systems and processes • Knowledge of Privacy legislation • Working knowledge of Gensolve, Microsoft Dynamics and Xero • Working knowledge of ACC contracts and code invoicing	• NCEA Level 4 to 6 or equivalent education level achieved in Maths and English

• Ability to work efficiently in a hybrid manner	

Leadership Attributes	
Human Centred Leadership • Empathy • Adaptability • Connection **Performance Coach** • Accountability • Engagement • Collaboration	**Change Enabler** • Execution • Energy • Contribution