



## Position Description

<b>Position title:</b>	Accounts Support (AP/AR)	<b>Date:</b>	June 2026
<b>Reports to:</b>	Accounts Team Leader (Payables & Receivables)	<b>Department:</b>	Finance
<b>Number of reports:</b>	Direct: 0 Total (include indirect): 0	<b>Location:</b>	National Support Office
<b>Delegated financial authority:</b>	NA	<b>Budget ownership:</b>	No
<b>Level of influence:</b>	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.  <b>To help people live their best lives by reimagining healthcare.</b>	Our purpose is why we exist.  <b>To advance the provision of quality healthcare in Aotearoa New Zealand.</b>

## Values and Behaviours

**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

To provide support to the Finance Team by assisting with Accounts Payable, providing accurate and timely transaction processing and reporting.

## Key Relationships

### Internal

- National Office Resource Teams
- Hospital Managers and Administration Staff

### External

- Suppliers/Vendors

## Key Accountabilities

- Entering invoices via Technology One
- Testing of invoice processing
- Entering and creating Capex/Asset invoices via Technology One
- Processing JV payment runs and one-off SCHL payment runs – (weekly runs and monthly runs)
- Providing support to the hospitals' accounts payable staff (via phone, Microsoft Teams/Remote and email) as and when required
- Co-managing the generic Accounts Payable inbox emails and invoices
- Processing new supplier requests and maintaining the AP Chart
- Filing - Opening and distributing any accounts payable mail
- Answering supplier queries, providing copy remittances etc
- Reconciling supplier Statements monthly
- Preparing and processing overseas payments (telegraphic transfers) when required via ASB FastNet
- Completing Credit Application forms on behalf of the hospitals when required
- Providing back-up to Accounts Team Leader as and when required to
- Providing back-up to the Accounts Support (Receivable) as and when required to
- Providing time to ad hoc duties, projects etc as required for the team
- Uploading hospital users credit card transactions for processing

### 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:

- Accounts Payable experience in an accounting/office administration environment

#### Experience and skills desirable:

- Experience with Technology One or equivalent ERP System

#### Education and qualifications required:

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

### Leadership Attributes

#### Human Centred Leadership

- Empathy
- Adaptability
- Connection

#### Performance Coach

- Accountability
- Engagement
- Collaboration

#### Change Enabler

- Execution
- Energy
- Contribution