



Position Description

Position title:	Finance Coordinator	Date:	June 2025
Reports to:	Finance Practice Manager	Department:	Finance
Number of reports:	Direct:0 Total (include indirect):0	Location:	ActivePlus
Delegated financial authority:	TBC	Budget ownership:	No
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. 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 Finance Coordinator position is responsible for Accounts Receivable and Accounts Payable – including ACC/TPA schedule sending and remittance capturing, including additional Gensolve and Xero invoicing.

The 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

External

- Suppliers
- Debtors

Key Accountabilities

Accounts Receivable

- ACC/TPA schedule sending
- Remittance capturing
- Gensolve and Xero invoicing

Accounts Payable

- Payment of suppliers from Xero and providers from Gensolve

Ad-hoc Work

- Supporting month end processes
Completing monthly excel reconciliations
Managing the finance email inboxes

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:**

- Excellent communication skills
- Financial administration and processing skills
- Knowledge of ACC contracts will be highly advantageous
- Extensive knowledge of Microsoft Office suite particularly Excel
- Organised & structured in prioritising tasks and excellent time management

Experience and skills desirable:

- Working knowledge of Gensolve and Xero

Education and qualifications required:

- N/A

Education and qualifications desirable:

- N/A

Leadership Attributes**Human Centred Leadership**

- Empathy
- Adaptability
- Connection

Performance Coach

- Accountability
- Engagement
- Collaboration

Change Enabler

- Execution
- Energy
- Contribution