



HERITAGE LIFECARE

Position Description

Financial Administrator – Accounts Payable

Company Overview:

Heritage Lifecare is a provider of Residential Aged Care throughout New Zealand. We aim to add value and enhance performance for all those in our care. Our employees are united in our common purpose, mission and values and strive to ensure the delivery of respectful and caring services, in an environment that is safe for clients. Heritage aims to enable *the continued pursuit of excellence in care through monitoring, auditing, actioning and evaluation of service whilst respecting and valuing our residents, families and staff.*

Our pursuit of excellence comes from the things we value the most:

- **Integrity** – we are trustworthy, honest and ethical
- **Respect and Value** – we strive to show deep respect and consideration to all
- **Commitment** – we are dedicated to providing superior care
- **Effective** – we are driven to produce exceptional results
- **Efficient** – we strive for excellence through efficient work habits

Position Overview:

To provide financial administration assistance in respect of accounts payable to the operations of the Heritage Lifecare Group.

- Ensure that invoices are entered for processing
- Ensure financial transactions are processed accurately to the required reporting timelines
- Ensure that payment runs are processed and paid
- Support the facility management/administration/Support Office staff with financial queries
- Assist with the management of petty cash
- Assist the wider finance team with the completion of month end processes
- General office duties

Reports to: Finance Operations Manager

Functional Relationships: Chief Financial Officer
Finance Operations Manager
Head of Commercial Finance
Support Office staff
Care Home Managers
Care Home Administration staff
Suppliers
Banks

Key Accountabilities/Objectives:

Daily	<ul style="list-style-type: none">• Manage Shared Accounts Payable Mailbox and personal mailbox in a timely manner• Resolve queries with internal and external stakeholders• Process AP supplier invoices/credit notes• Process staff expense claims• Reconcile AP supplier statements, ensuring accounts are kept up to date• Complete and reconcile credit card statements (enter in the system in a timely manner)• Supplier maintenance – Add/change/archive vendors• Process petty cash transactions
Weekly	<ul style="list-style-type: none">• Process of AR refunds/Payment runs• Process weekly AP payment runs• Process journals• Process direct debit payment runs• Update and maintain AP processes
Monthly	<ul style="list-style-type: none">• Process 20th AP payment run• Process month end reports
Annual	<ul style="list-style-type: none">• Assist with annual financial audit
Other duties	<ul style="list-style-type: none">• Maintain archive system for financial records• Assist with projects that may be identified by the Finance Operations Manager/Chief Financial Officer• Assist the Commercial Finance team with monthly reporting as and when required• Assist Team Leader or Finance Operations Manager with any queries when and as required• Perform additional duties outside work area/job description as directed

Please note:

Due to the demands and changing priorities within the business, this list is subject to change and review at any time.

Financial Authority

None

Person Specification

Essential skills, knowledge and experience

- Accounting experience including an understanding of the month end reporting cycle
- Ability to work as part of a team but also to self-manage when required
- Ability to prioritise workload to ensure all deadlines are achieved
- Well developed analytical and problem-solving skills
- Demonstrated commitment to the provision of a quality and professional service
- Good communication skills both written and verbally
- Strong IT literacy including accounting packages and Excel
- Common sense
- Honesty, integrity, confidentiality
- Excel skills (Intermediate/Advanced)

Core Competencies

Key Tasks:	Performance Standards:
Trusted Partner	Values and builds long term relationships, puts the clients' interests in front of their own, is genuinely interested in their client and their business challenges, works hard to understand the client's strategy and approach not just surface wants. Is reliable – does what they say they will do. Develops and maintains credibility, is genuinely passionate and enthusiastic whilst maintaining authenticity.
Driving for Results	Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.
Tenacity	Distinguishes between challenging circumstances and those that are exploitive / dangerous / illegal actions. Addresses difficulties and draws skills, knowledge and understanding to find solutions to problems. Ensures that setbacks and challenges inform the review and evaluation processes. Recognises all peoples learning and contribution to feedback. Maintains an energetic and focused approach to new or repeated challenges.
Business Acumen	Displays a keenness and quickness in understanding and dealing with a "business situation" in a manner that is likely to lead to a good outcome. Uses their approach to improving financial performance and leadership development.
Deal with Ambiguity	Anticipates impact of change; plans how to shift gears Uses ingenuity to compensate without having the total picture. Rises to the challenge, accepting risk and uncertainty as normal. Accepts change in job requirement, schedules, or work environments as part of job. Adaptable with the unknown
Thought Leadership	Using your knowledge of your business environment, use past experiences, relevant literature, best practise, marketing leading approaches and unconventional results which have driven success, come up with winning ideas, and create innovative solutions to solve existing and new business challenges.
Courage	Display professional courage by seeking feedback and listening, say what really needs to be said in a professional manner, communicate openly and frequently, embrace change, make decisions and move forward, give credit to others and hold yourself and where appropriate others accountable.
Transfer skills to Business	Able to learn from past experiences across a variety of different industries, organisations and circumstances and can appropriately identifies transferable skills for their current role/ project / situation to add value and achieve a positive outcome for the business.
Facilitating Change	Encouraging others to seek opportunities for different and innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace.

The intent of this position description is to provide a representative summary of the major duties and responsibilities, and the competencies expected to be performed by employees in this job classification. Employees may be requested to perform job related tasks other than those specified in this Position Description.