



Position Description

Position title:	Accounts and Administration Support	Date:	February 2024
Reports to:	Support Services Manager	Department:	Support Services
Number of reports:	Direct: 0 Total (include indirect): 0	Location:	
Delegated financial authority:		Budget ownership:	Yes/No
Level of influence:	Leading self Leading others Leading leaders Leading the Organisation		

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.

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

- A professional and customer focused face to face and telephone first point of contact
- Skilled administration of patient information for safe clinical care delivery
- Skilled administration of patient information for effective revenue processing
- Clerical and office services to patients, medical specialists, visitors and hospital staff
- Be a valuable and resourceful member of the administration team

Key Relationships

Internal	External
<ul style="list-style-type: none">• Administration staff• Hospital Management Team• Medical Specialists• Practice Managers	<ul style="list-style-type: none">• Patients

Key Accountabilities

Administration

- General clerical duties as required by Administration Manager
- Assists administration team with day-to-day office tasks and provides clerical support as necessary
- Actively participates in supporting the hospital and staff to ensure a seamless service for patients, staff, visiting practitioners and visitors

Accounts Payable

- Maintaining accounts payable processes
- Invoices are matched with signed delivery notes, and Southern Cross generated purchasing slips
- Invoices are signed off by the relevant Manager according to the purchasing limits assigned by the General Manager
- Invoices are reconciled with statements at month end
- Invoices are entered into the Southern Cross Tech One system in a timely manner to ensure they are paid on the due date
- Patient refunds are generated immediately to ensure maximum customer satisfaction
- All data entry to be self-audited on a regular basis to ensure accuracy of information entered

Accounts Receivable

- Maintaining patient Debtors
- Follow up with Patient Refunds that are required to be actioned
- ACC Treatment Injury – following up ACC Treatment Injury claims in a timely manner
- Non-patient invoices are prepared accurately and in a timely manner
- Receipting of Insurance payments / Patient deposits
- Processing International Insurers
- Follow up with aged trial balance tasks

Planning

- Activities are planned to meet business needs and the best use of resources
- All aspects of legal compliance that relates to the position are understood
- Participates in planning for implementation of new systems

Quality and Risk

- Quality auditing processes are supported for all key aspects of service delivery
- Contributes to the overall operational effectiveness of the Southern Cross Hospital
- Incidents are investigated and reported appropriately using the Incident & Reporting Management System
- Identifies risks and reports to Administration Manager or Health and Safety Co-ordinator

Performance

- Assists in optimising the efficiency and economy of the hospital
- Is aware of and assists in the management of cost drivers
- Enhances relationships with internal and external providers
- Works with the team in the implementation of new systems and processes
- Maintains and ensures timely communication with Administration Manager as appropriate
- All office functions are performed according to hospital procedures e.g. invoice management, patient information, Hospital Management System, Tech 1 data inputting etc.

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

<p>Experience and skills required:</p> <ul style="list-style-type: none"> • Previous experience in an accounts/ office administration environment • Strong interpersonal relationship skills • Experiences in front line customer communication <p>Experience and skills desirable:</p> <ul style="list-style-type: none"> • Experience in working within hospital services 	<p>Education and qualifications required:</p> <ul style="list-style-type: none"> • NCEA Level 2 or equivalent education level achieved in Maths and English • Intermediate knowledge of Microsoft Office suite <p>Education and qualifications desirable:</p> <ul style="list-style-type: none"> • Relevant tertiary qualification
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Leadership Attributes

<p>Human Centred Leadership</p> <ul style="list-style-type: none"> • Empathy • Adaptability • Connection <p>Performance Coach</p> <ul style="list-style-type: none"> • Accountability • Engagement • Collaboration 	<p>Change Enabler</p> <ul style="list-style-type: none"> • Execution • Energy • Contribution
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