

## Position Description – Allegiance Finance Manager

### Core Detail

<b>Title</b>	Allegiance Finance Manager
<b>Objective</b>	To manage the Allegiance Finance Team responsible for government billing, resident billing, debt collection, resident accounts queries, accounts payable and Financial accounting for aged care approved providers.
<b>Role</b>	To ensure that the Allegiance Finance Team is managed efficiently and effectively so that all internal and external obligations of aged care approved providers are met successfully.
<b>Competency</b>	Resourceful with high level billing, debt collection, accounting and people management skills. Analytical with an understanding of accounting standards, audit management and finance systems and processes.

### Position Parameters

<b>Employment</b>	Full time, permanent contract
<b>Reporting to</b>	TriCare Board of Directors nominated representative
<b>Staff directly supervising</b>	Allegiance Finance team
<b>Hours &amp; Location</b>	8:30am – 5:00pm, Monday to Friday located at TriCare Head Office, 250 Newnham Road, Mount Gravatt, 4122 Qld

### Detailed Description of the Position

<b>Accounts Receivable</b>	<ul style="list-style-type: none"> <li>• Ensure the timely and accurate billing of residents accounts</li> <li>• Oversee lodgment of government funding claims with Medicare</li> <li>• Review and oversee reconciliation of billings to ensure all applicable and appropriate revenue is received</li> <li>• Efficient and effective debt collection of outstanding fees in line with aged care legislation, company policies and procedures</li> <li>• Ensure the timely and efficient response times to resident queries and issues, working within company timeframes and KPI's in regards to emails and phone queries.</li> </ul>
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<b>Accounting</b>	<ul style="list-style-type: none"> <li>• Ensure policies, procedures and systems in place are appropriate to produce accurate management and financial information and are followed to ensure compliance with accounting standards and statutory requirements.</li> <li>• Oversee and review monthly financial reports for accuracy and ensure they meet user needs.</li> <li>• Ensure monthly reconciliations are performed on a timely basis and reviewed regularly.</li> <li>• Oversee and direct the preparation of year-end work papers to ensure audit timetable is adhered to and Auditors are effectively managed.</li> <li>• Oversee preparation of year-end Financial Statements as necessary.</li> <li>• Oversee bank and cash flow activities of the Allegiance.</li> </ul>
<b>Team Management</b>	<ul style="list-style-type: none"> <li>• Develop and foster an environment of continuous improvement to maximise staff productivity and effectiveness.</li> <li>• Manage Allegiance Finance team, including responsibility for staff's outputs, appraisal, counselling, and recruitment.</li> <li>• Review and update staff workloads and tasks to improve efficiency, performance, and multiskilling.</li> <li>• Review priorities and tasks undertaken to ensure they are in compliance with business requirements ensuring all deadlines are strictly met.</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>• Understand and monitor Allegiance revenue streams such as government funding and resident billing of aged care approved providers.</li> <li>• Prepare budgets and co-ordinate the consolidation of the Group's budgets.</li> <li>• Prepare and/or review and maintain quarterly cash flow projections for a 12-month rolling period.</li> <li>• Meet all government reporting obligations such as Quarterly Financial Report and Aged Care Financial Report</li> <li>• Meet all statutory obligations and reporting requirements such BAS, income tax, Payment Times reporting etc</li> <li>• Preparation and/or review of adhoc reports and data retrieval.</li> <li>• Review processes of Allegiance Finance team for efficiencies and streamline.</li> <li>• Review priorities and tasks undertaken to ensure in compliance with business requirements.</li> </ul>
<b>Systems Expertise</b>	<ul style="list-style-type: none"> <li>• Work with Finance Systems Vendor to provide system support and training to ensure that the system is used appropriately and is maintained and managed.</li> <li>• Serve as a change agent by identifying opportunities to optimise the use of the accounting system for the Allegiance Finance team.</li> <li>• Oversee system modifications and upgrades of the computerised accounting package to ensure integrity of master files and data.</li> </ul>

**Note:** The above list is not exhaustive. The Allegiance Finance Manager will be asked to undertake other responsibilities at the request of the Board or delegated authority consistent with the scope of this position description.

### Skills, Knowledge and Experience

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- Degree qualified with CPA / CA or equivalent.
- Minimum 3 years experience in high volume billings environment
- Minimum 5 years debt collection experience
- Minimum 7 years accounting experience and in a supervisory position.
- Knowledge of accounting principles, accounting standards, legislative requirements relating to accounts preparation and ability to take “hands-on” approach when necessary.
- Strong managerial capabilities, leading an accounting team of 8-10 employees.
- Understanding of general taxation principles.
- Aged care funding knowledge desirable, or the ability to learn quickly
- Advanced Excel skills.
- Strong critical analysis, problem solving, planning, decision-making.
- Excellent time management skills and ability to manage multiple tasks concurrently.
- Ability to engage with others to understand and embrace organisational culture, directions, goals and client service ethos.
- Well-developed communication skills, both written and verbal.
- Multi entity reporting including consolidation.

### Personal/Other Attributes

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- Personal accountability and responsibility.
- Acts honestly and with integrity.
- Results driven.
- Works by setting and pursuing stretch goals.
- Able to multitask.
- Able to meet deadlines and work under pressure.
- Able to participate actively and constructively within a team.
- Welcomes and encourages innovation and continuous improvement.
- Able to drive change.
- Able to manage a team in the day-to-day functions of the Allegiance Finance team.
- Willing and able to dig deep into the daily transaction of the business.
- Seeking a job that is actively improving the Allegiance Finance team and not only the next step in their career.

## Key Personnel Requirements

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To comply with the *Aged Care Act 1997*, the Allegiance Finance Manager must not at any time be a Disqualified Individual. A Disqualified Individual is:

- 1) a person convicted of an indictable offence;
- 2) an insolvent under administration (an undischarged bankrupt or a person who has entered into an arrangement with creditors); or
- 3) of unsound mind.

For the successful candidate, TriCare must, both before commencement and on each anniversary:

- 1) obtain a Police Certificate;
- 2) conduct a search of bankruptcy records; and
- 3) conduct previous employment and referee checks.

If at any time during the course of the Allegiance Finance Manager's employment, they become a Disqualified Person, the Allegiance Finance Manager is required to immediately disclose this to the boards delegated authority to this role in writing.

## Work Health and Safety

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The Allegiance Finance Manager has the responsibility to comply with and meet all obligations contained in:-

- (a) Work Health and Safety legislation;
- (b) Related work health and safety responsibilities; and
- (c) TriCare's Injury Risk Management standards.