

<b>Position Title</b>	<b>Accounts Administrator Clerk</b>
<b>Division</b>	Biomedical Services New Zealand Limited
<b>Department / Location</b>	Wellington Based
<b>Reporting To</b>	Finance Manager
<b>Direct reports</b>	None
<b>Employment Status</b>	Full-Time – 32 hours per week Need to have the ability to flex up to cover other staff and role could move to 40 hours after 3 month trial period

**All terms and conditions of the Company Policies and Procedures apply to this position.**

### Overall Purpose

Biomedical Services New Zealand Limited (BSNZ) is the leading independent provider of specialist technology services to the health and aged care sectors and operates throughout New Zealand. BSNZ, a wholly owned subsidiary company of Cabrini Health Limited forms part of the Cabrini Technology Group, employing over 500 staff and incorporates Chemtronics Direct, ALTER, VHHE, Hospitech Facilities and Asset Management, In-a-Tick Compliance Testing Services and Cabrini Centre for Innovation.

Health facilities deploy a vast quantity and variety of medical assets in providing health services. Many of these assets are mission critical and most can cause harm to patients or staff if not operating correctly. Hospitals are required to follow various standards as part of daily health care operations including maintenance of medical equipment. The BSNZ biomedical engineering programme provides full life cycle asset management that meets or exceeds all relevant Standards, including those of AS/NZS3551. Cabrini Technology Group operates a strategic asset management framework which is externally audited and certified by BSI to ISO55001 and a quality management system externally certified by SAI Global to ISO9001. This asset management framework applies to all divisions or companies that form Cabrini Technology Group.

BSNZ operate the following business units in New Zealand: Capes Medical Supplies, Alter, Axis Health and AWA Health.

### Purpose:

The Accounts Administrator Clerk is responsible for providing accounts and administrative support to the organisation finance and wider teams as required. This role ensures accurate processing of financial transactions, maintains records, and assists with day-to-day accounting tasks to support smooth business operations.

### Key Accountabilities

#### Accounts Payable

- Completing payments and controlling expenses by receiving, processing, verifying, and reconciling invoices
- Ensuring outstanding balances are updated with credit memos that are due
- Verifying vendor accounts by reconciling monthly statements and related transactions
- Maintaining historical records of all invoices, reports, receipts, and cheques by saving documents properly on the network
- Assisting other departments with equipment or product purchases, tracking assets and accounts for acquisition
- Liaise and support the purchasing team as required.

### Accounts Receivable

- Maintain accounting system and other systems, updating information as needed (receipting payments and issuing refunds)
- Communicate with clients and customers to request payment and arrange payment plans
- Collect payment from customers and accurately record it into the system
- Open new accounts
- Credit checks on new accounts
- Update client accounts based on payment or contact information

### Asset Control

- Undertake and assist with annual asset audits and reconciliations.
- Take responsibility for fixed asset register ensuring accuracy at all times.

### General Accounts Duties

- Assist with month-end processes
- Assist with external and internal financial audits
- Assist with processing banking transactions and bank reconciliations
- Develop and generate account enquires and reports as requested
- Respond to supplier and customer queries regarding accounts
- Support the finance team with ad-hoc duties as requested.

### General Administrative Duties

- Provide administration support as reasonably requested to the organisation.

### Key Relationships

#### Internal:

- High levels of internal communication and interaction with all direct and indirect reports.
- Work as a team player and demonstrating loyalty to colleagues and the organisation;
- Maintain professional relationships with all staff and clients.

**External:** Hospital Management, client's management, clients operations, OEM.

### Authority - do not amend

- As specified within the Approval Delegations and Authorities and as delegated from time to time.

### Safe Practice and the Environment - do not amend

- Ensure the company policies and operations comply with all statutory obligations and requirements, including the Health and Safety at Work Act
- Take responsibility to ensure that yourself, other staff, contractors and visitors do not place at risk the health, safety or well-being of yourself or others in the workplace
- Ensure objectives of Occupational Health and Safety policies are integrated into work practices
- Consult with staff on workplace health and safety matters which may affect them and ensure communication of Occupational Health and Safety issues are promoted as a normal component of work
- Arrange adequate training, information, instruction and supervision so that work is conducted safely.
- Make all contractors and visitors aware of safety procedures

- Take immediate and appropriate steps to report, investigate and rectify any risks to health and safety and report promptly relevant health and safety issues
- Ensure all accidents and near misses are properly reported and recorded and investigations are carried out
- Maintain at all times safe access to and egress from the workplace
- Ensure all staff are familiar with emergency and evacuation procedures and co-operate with directions from emergency or evacuation wardens and professionals

### Quality - do not amend

- Be well acquainted with the Cabrini Technology Group ISO9001 Certified Quality Manual, Policies and Online Quality Management System.
- Ensure that all activities undertaken are consistent with the Quality Policies

### Cabrini Mission, Values, Vision and Behaviour - do not amend

- Work and act in a way consistent with Cabrini Health's Mission, Values and Vision
- Ensure behaviour is in line with the Cabrini Health "Behaviours that Matter"

### Qualifications & Experience

#### Qualifications

- NZ Diploma of Administration or equivalent qualification – desirable but not essential
- Knowledge of general office finance administration and practices - **Essential**.
- New Zealand residency or a valid New Zealand work permit.

#### Experience In

- Office administration and practices.
- Computer packages, specifically Office 365
- Payroll and Accounting packages - **Essential**
- Working as part of a team
- Able to work independently and as part of a team.

#### Skill and Expertise

- Ability to schedule work appropriately and prioritise
- Ability to complete documentation accurately and quickly
- Knowledge of computer systems and proficiency with software packages including Microsoft Office suite ;and accounting and payroll software packages;
- Excellent presentation skills;
- High quality report writing skills;
- Able to work independently and as part of a team.

### Approval - do not amend

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and / or organisational changes. Any such changes will be communicated with the appointed person.

## POSITION DESCRIPTION

### Accounts Administrative Clerk

I certify that this position description is an accurate description of the responsibilities assigned to the role.

\_\_\_\_\_  
Line Managers Signature & Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position Holders Signature & Print Name

\_\_\_\_\_  
Date