

Position Title	Finance Administrator
Division	Biomedical Services New Zealand Limited
Department / Location	Tauranga Based
Reporting To	General Manager – Capes Medical Supplies
Direct reports	None
Employment Status	Full-Time – 40 hours per week

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. In New Zealand BSNZ operates Capes Medical Supplies along with AWA Technology, and Alter.

Capes Medical Supplies has been providing services for over 28 product categories and 4,000 SKUs to the healthcare sector, which includes hospitals, specialist clinics, primary care, and home care throughout New Zealand. Since it was established in the year 2000, Capes has sourced internationally recognised product brands which it buys from more than 100 wholesalers in New Zealand and Australia. Capes Medical Supplies is also the exclusive distributor in NZ of high-quality specialist ranges directly sourced from international manufacturers.

Through Capes Medical Supplies and the other trading arms, BSNZ supports a large range of users within the NZ health sector. We are all about supporting the end users and ensuring a safe and efficient healthcare delivery service.

Purpose:

This role is responsible for providing effective and efficient financial and administrative services to support the company's financial functions. The role will oversee the financial activities, assist in preparing financial reports, contribute to budget planning, and support the wider Management team.

Key Accountabilities

Accounts Payable

- Completing payments and controlling expenses by receiving, processing, verifying, and reconciling invoices
- Reconciling processed work by verifying entries and comparing system reports to balances
- 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

Accounts Receivable

- Maintain accounting system and other systems, updating information as needed
- Communicate with clients and customers to request payment and arrange payment plans
- Collect payment from customers and accurately record it into the system
- Update client accounts based on payment or contact information

Payroll Duties

- Maintaining payroll software;
- Verifying timesheets,
- Calculating necessary deductions,
- Issuing payslips,
- Managing payment discrepancies and disputes,
- Updating employee's payment information in the database;
- Creating payroll reports.

General Accounting Functions

- Manage account and budget enquiries.
- Manage banking transactions, including the weekly reconciliation of the bank statements.
- Assist in the completion of FBT, GST and Provisional tax returns and payments.
- Assist in the preparation of monthly financial statements.
- Assist in the overall financial management of the Company including monitoring of budgets, cash flow, expenditure commitments and bank balance.
- Assist with the monitoring of sales team targets, budgets, and sale conferences.
- Provide input and insight into the financial aspects of the organisation to improve efficiencies and cost management to the management team as necessary.

General Administration

- General office administrative functions as required assisting with the smooth operation of all company functions.
- Organising travel and accommodation for Company personnel as required.
- Carry out such other duties as may reasonably be required.

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
- The employer, as a provider of services to the Health and Disability Sector may be required to provide evidence to its clients that its workers are vaccinated against Covid-19. The employee must show appropriate vaccination records (as determined by the New Zealand Government) that they are fully vaccinated against Covid-19.
- 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 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 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
- Ensure all accidents and near misses are properly reported and recorded and investigations are carried out
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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 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



POSITION DESCRIPTION

Finance Administrator

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.

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