

## Position Description

---

<b>Position:</b>	Procurement and Finance Officer
<b>Department:</b>	Corporate Services
<b>Reports to:</b>	Manager, Finance and Operations
<b>Award:</b>	Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025
<b>Classification:</b>	To be determined in accordance with the enterprise agreement

---

### The Organisation

Omeo District Health (ODH) is a Small Rural Health Service that provides a broad range of health and support services to our local communities. These include urgent care, acute care, transition care, residential aged care, primary care, home-based care, and community-based/district nursing.

Located in the East Gippsland High Country, ODH serves the Omeo and District region as the gateway to Victoria's spectacular Alpine region. The area is surrounded by national parks, mountains, rivers, and lakes, offering year-round outdoor recreation. Omeo is home to the newly opened Omeo Mountain Bike Park and is situated just 55 kilometres from Hotham Alpine Resort.

Consistent with our purpose, we aim to promote and enhance the health and wellbeing of the people of the East Gippsland High Country.

We do so by:

- Reaching out to our local rural community in the planning and delivering of our services.
- Building a highly engaged and skilled team of health care professionals and volunteers with a commitment to creating a culture of achievement and service excellence.
- Developing sustainable health care service models and ensuring that we comply with our legislative, ethical and statutory obligations and,
- Investing in strategic partnerships and alliances that help achieve better service outcomes.

ODH is an equal opportunity employer and has adopted a common set of values and code of conduct that drive our everyday work:

- C** Compassion
- A** Accountability
- R** Respect
- E** Excellence

Our people are at the heart of our organisation – regardless of role. Every day, they make a meaningful difference in the lives of our consumers and their families, reflecting our deep commitment to care and community.

ODH believes that diversity, equity, and inclusion (DEI) are essential to building a thriving workplace and a stronger, more connected community. We are committed to fostering a culture where everyone

– regardless of background, identity, or experience – is valued, respected, and empowered to contribute their best.

## Department

The Corporate Services Department provides strategic and operational support to ensure strong financial management, procurement governance, compliance, and organisational sustainability.

The team supports procurement, contract management, financial administration, governance, and business operations, enabling high quality care delivery and supporting Executive and Board stewardship responsibilities.

## Position Overview

The Procurement and Finance Officer is responsible for coordinating and delivering procurement and finance operations across Omeo District Health, ensuring timely, compliant, and cost-effective acquisition of goods and services and accurate, reliable financial administration.

The role operates as a broad corporate services position within a small rural health service environment where flexibility and cross-functional support are essential. Procurement and financial administration form the primary focus of the position, with responsibility for coordinating and executing core procurement and finance functions that support safe, efficient, and sustainable service delivery across the organisation. This includes purchasing, inventory management, contract administration, accounts payable and receivable, reconciliations, financial administration, reporting support, and associated corporate systems and controls.

In a small rural health service environment, the position also provides support across payroll, workforce administration, and broader corporate services functions as operational requirements dictate. The role is expected to demonstrate initiative, strong operational discipline, and a continuous improvement mindset, contributing to efficient business processes, strong financial stewardship, and organisational sustainability.

## Key Internal Relationships

- Executive Team
- Manager Finance and Operations
- Department Managers
- Clinical teams
- Workforce and payroll support functions (Latrobe Regional Health)
- Quality and compliance personnel

## Key External Relationships

- HealthShare Victoria
- Suppliers and contractors
- Auditors
- Service providers
- Governance agencies
- External stakeholders

## Key Responsibilities

### Procurement & Contract Coordination

- Coordinate and manage the purchasing of goods, medical, pharmaceutical, and operational

supplies to ensure continuity of service delivery across the organisation.

- Ensure procurement activities are conducted in accordance with ODH policies, Health Share Victoria (HSV) policies, contracts, and work instructions.
- Maintain and review the approved supplier list, ensuring alignment with HSV requirements and organisational procurement frameworks.
- Source and evaluate suppliers, obtaining information on pricing, quality, service capability, and delivery performance.
- Recommend alternative products, materials, suppliers, and cost-saving opportunities to support value for money and operational efficiency.
- Liaise with supplier representatives to maintain effective working relationships and resolve supply issues in a timely manner.
- Monitor procurement activities to ensure compliance with probity principles and approved financial delegations.
- Administer and maintain the ODH Contract Register, ensuring currency and completeness.
- Maintain contractor records, ensuring insurances, licences, permits, and compliance documentation are current.
- Support procurement reporting and documentation required for audit, compliance, and internal governance processes.

#### Purchasing, Receiving & Inventory Management

- Receive, check, and reconcile all incoming orders within the purchasing and supply function to ensure accuracy and completeness.
- Maintain imprest and ward stock levels on a regular basis to meet operational requirements and minimise supply disruption.
- Monitor and rotate stock in accordance with expiry dates and organisational requirements to minimise wastage and ensure patient safety.
- Assist with forward planning of material requirements to ensure adequate stock availability within budget parameters.
- Conduct and coordinate annual stocktakes, including preparation of procedures, tools, reconciliation documentation, and reporting.
- Maintain accurate records of goods ordered and received, associated costs, and supplier information.

#### Financial Administration and Reporting

- Assist with accounts receivable and accounts payable processes, including processing, reviewing, and cross-checking creditor invoices and purchase orders.
- Support the preparation and completion of monthly bank reconciliations.
- Collate service delivery data and prepare debtor invoices, ensuring accuracy and timely billing.
- Maintain debtor records, generate statements, and assist with receipting and allocation of payments.
- Prepare and submit approved payment batches for processing in accordance with delegations.
- Assist with preparation of end-of-month financial reporting.
- Maintain aged care financial records and ensure revenue processes are accurately captured.
- Assist with data entry and uploads into financial systems, including PowerBudget.
- Support accurate financial data entry and integrity reliable reporting and compliance.
- Provide procurement data and reporting to the Manager, Finance and Operations to support HSV compliance and financial oversight.
- Raise and process asset acquisition and disposal documentation in accordance with organisational requirements.
- Maintain the asset register and equipment maintenance records to support governance and

audit requirements.

### Governance, Compliance & Continuous Improvement

- Develop, maintain, and review procurement-related policies and procedures, ensuring alignment with HSV requirements, legislative obligations, and organisational standards.
- Support organisational accreditation and audit processes as they relate to procurement, asset management, and supply functions.
- Contribute to quality improvement initiatives within the Corporate Services Department.
- Promote safe, efficient, and compliant procurement practices that support high-quality care delivery.
- Undertake other reasonable duties consistent with the role as directed by management.

### Human Resources & Payroll Support

- Undertake payroll processes, including data entry, timesheet verification, and system administration (e.g. Kronos).
- Support maintenance of employee records, including onboarding documentation and electronic HR files.
- Assist with monitoring compliance requirements including AHPRA registration, National Police Checks, Working with Children Checks, and licences.
- Provide administrative support for performance review processes, staff development, and HR system improvements.
- Draft employment-related documentation including Contracts of Employment and Variations in accordance with applicable Enterprise Agreements.
- Maintain awareness of current employment agreements and assist staff with HR and payroll-related queries.
- Support HR reporting and contribute to the continuous improvement of HR systems and processes.

### Corporate Services and Administration

- Provide general administrative, clerical, operational or systems support to Corporate Services work areas.
- Contribute to the development and formatting of policies, procedures and systems to support business processes and improvement.
- Assist with supporting administration including creating and maintaining relevant training manuals. This includes customer service, records management, emergency management and business continuity.
- Assist with insurance cover arrangements and ensure timely submission and resolution of claims including WorkCover related matters.
- Assist the Manager, Finance and Operations with implementation of systems and processes that support delivery of annual service delivery goals and KPIs in alignment with the Statement of Priorities.
- Complete other duties as requested by the Manager, Finance and Operations.

### Privacy, Dignity & Confidentiality

- Recognise and respect each Resident's/Patient's/Client's right to privacy, dignity and confidentiality.
- Demonstrate a commitment to and understanding of the Information Privacy Principles

### Key Selection Criteria

#### Technical & Professional Expertise

- Demonstrated experience in financial administration including accounts payable/receivable and reconciliation processes.
- Experience supporting payroll, HR administration, or workforce compliance activities (desirable).
- Strong understanding of procurement, purchasing, inventory control, and asset management processes within a healthcare or corporate environment.
- Demonstrated knowledge of public sector procurement principles, including probity, value for money, contract compliance, and supplier governance requirements.
- Experience operating within structured procurement frameworks (e.g. Health Share Victoria or similar panel and contract arrangements).
- Demonstrated ability to prepare procurement, expenditure, stock, and supplier performance reports to support management and governance oversight.
- Sound understanding of policies, procedures, and internal controls relevant to purchasing and asset administration.
- Experience using systems such as PowerBudget, Kronos, MEX, Microsoft 365 or similar systems.
- Strong understanding of internal controls and financial processes.

### Communication & Collaboration

- Strong verbal and written communication skills, with the ability to liaise effectively with managers, finance staff, suppliers, and external stakeholders.
- Demonstrated ability to manage confidential and commercially sensitive information with discretion.
- Ability to work collaboratively across departments to ensure procurement requirements are understood and met in a timely and compliant manner.

### Organisational & Analytical Skills

- Ability to manage multiple purchasing tasks, competing priorities, and cyclical stock and reporting requirements efficiently.
- Strong attention to detail and accuracy in purchasing, receipting, reconciliation, and record-keeping activities.
- Proactive approach to problem-solving, cost control, and continuous improvement in procurement and inventory management processes.

### Desirable Qualifications & Experience

- Tertiary qualifications in finance, procurement, health administration, or a related field.
- Experience in a healthcare or aged care procurement role.
- Familiarity with legislative procurement requirements applicable to health services.

### Employment Conditions and Compliance Requirements

This position is conditional upon and subject to:

- Valid Australian work rights.
- Satisfactory National Police Check, Working with Children Check, and NDIS Worker Screening.
- Compliance with Victorian Department of Health immunisation requirements for public sector health employees, including annual influenza vaccination.
- Provision and ongoing maintenance of documented evidence of immunity or serology in accordance with ODH Infection Prevention and Control policies and applicable health

guidelines, including (but not limited to) Hepatitis B, Measles, Mumps, Rubella, Varicella, and influenza.

- Annual completion of mandatory training requirements.
- Capacity to safely perform the inherent requirements of the role, including physical and psychological requirements.
- Provision of accurate and current information regarding qualifications, professional training, registrations, and licences relevant to the role.
- Holding and maintaining a valid driver's licence where required for the role, with an obligation to notify the Employer of any suspension, cancellation, or relevant driving offence.
- Ongoing satisfactory work performance.
- Any other lawful requirements necessary to meet the operational needs of the Employer.

### **Work Health & Safety, Privacy and Professional Conduct**

The Procurement and Finance Officer is required to perform their duties in accordance with all applicable organisational policies, legislative requirements, and professional standards, and to act in a manner consistent with ODH's values and Code of Conduct.

#### **Work Health & Safety**

- Comply with ODH's Work Health & Safety (WHS) policies, procedures, and safe work practices.
- Take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Identify, report, and where appropriate escalate hazards, incidents, and risks in accordance with organisational requirements.
- Contribute to a positive safety culture by promoting safe work practices and participating in WHS initiatives, training, and incident reviews as required.

#### **Privacy, Dignity and Confidentiality**

- Uphold the privacy, dignity, and confidentiality of all patients, residents, clients, staff, and stakeholders.
- Comply with applicable privacy legislation, information security requirements, and ODH's policies relating to the handling, storage, and disclosure of information.
- Ensure sensitive and confidential information is accessed, used, and shared only for legitimate business purposes and in accordance with approved systems and processes.

#### **Professional Conduct**

- Act in accordance with ODH's Code of Conduct, organisational values, and ethical standards.
- Maintain professional, respectful, and appropriate behaviour in all interactions with colleagues, consumers, external stakeholders, and regulators.
- Avoid conflicts of interest and declare any actual, potential, or perceived conflicts in accordance with organisational policy.
- Perform all duties with integrity, accountability, and impartiality, supporting a culture of trust, transparency, and continuous improvement.

### **Job Analysis: Identification and Physical and Psychosocial Hazards**

While this role is primarily office-based and involves administrative and coordination responsibilities, it also includes exposure to a range of physical and psychosocial hazards common to professional roles within a healthcare environment.

The following identifies potential hazards associated with the role and outlines the general risk profile, to support appropriate workplace controls and safe work practices.

### Physical Hazards Analysis

Hazard Type	Examples in Role	Potential Risks	Control Measures
<b>Manual Handling</b>	Moving files, documents, records, receiving and unpacking orders	Minor musculoskeletal strain, repetitive motion injuries.	Ergonomic workspace setup, safe manual handling techniques, use of trolleys or assistance where required.
<b>Prolonged Sitting &amp; Screen Use</b>	Extended computer work, data entry, reporting, virtual meetings.	Eye strain, neck and back discomfort, musculoskeletal issues.	Ergonomic workstation, regular screen breaks, adjustable chairs and desks.
<b>Workplace Ergonomics</b>	Desk, chair, screen height, lighting.	Postural discomfort, headaches.	Ergonomic assessments, appropriate workstation adjustments.
<b>Travel &amp; Offsite Meetings</b>	Attendance at internal meetings, audits, or site visits within ODH facilities.	Fatigue, minor travel-related risks.	Adherence to travel and fatigue management policies, scheduling breaks.
<b>Slips, Trips &amp; Falls</b>	Moving through office areas, corridors, and clinical environments.	Minor injury from falls.	Appropriate footwear, hazard awareness, prompt reporting of hazards.
<b>Infection Exposure</b>	Occasional presence in clinical or aged care environments during audits or meetings.	Illness, exposure to infectious agents.	Compliance with infection prevention policies, vaccination requirements, hand hygiene, PPE where required.

### Psychosocial Hazards Analysis

Hazard Type	Examples in Role	Potential Risks	Control Measures
<b>Workload &amp; Time Pressures</b>	Managing purchasing requests, urgent supply needs, stock replenishment cycles, reporting and supplier timeframes.	Work-related stress, fatigue.	Work planning, prioritisation, clear delegation process, supervision and workload monitoring
<b>Role Clarity &amp; Expectations</b>	Balancing operational purchasing demands with compliance, probity, and financial control requirements.	Uncertainty, inefficiency.	Clear position description, documented procurement policies and procedures, regular supervision and priority setting.

Hazard Type	Examples in Role	Potential Risks	Control Measures
<b>Work Intensity During Peak Periods</b>	Financial year-end processes, annual stocktake, audit periods, budget cycles, or supply shortages.	Increased stress, fatigue.	Forward planning, realistic timeframes, cross-team support, escalation of capacity constraints where required.
<b>Exposure to Commercial &amp; Financial Pressures</b>	Managing supplier performance issues, pricing negotiations, stock shortages, or budget constraints	Increased stress, fatigue.	Clear procurement frameworks, defined financial delegations, management oversight, access to guidance and support.
<b>Workplace Relationships</b>	Liaising with internal departments, suppliers, finance and external stakeholders to coordinate purchasing and resolve supply issues.	Interpersonal tension, frustration.	Clear communication protocols, defines escalation pathways, supportive leadership managerial support
<b>Organisational Change</b>	Changes to procurement frameworks (e.g. HSV requirements), policy updates, system changes, or budget adjustments	Uncertainty, disengagement.	Transparent communication, change management support, training and supervision

## Performance Evaluation and Review

Performance will be reviewed at three months, six months (end of probation), and annually thereafter. Performance will be assessed against agreed objectives and the following Key Performance Indicators (KPIs):

### Procurement and Supply Performance

- ≥95% of purchasing requests processed within agreed internal service timeframes.
- No critical stock outages attributable to procurement oversight or failure to reorder within appropriate lead times.
- ≥98% accuracy in receipting and reconciliation of goods ordered versus goods received.
- Imprest and ward stock replenishment completed within scheduled timeframes.
- Annual review and optimisation of supplier arrangements and contract performance completed.
- Demonstrated identification and implementation of procurement efficiencies or cost savings annually.

### Financial Performance and Administration

- ≥98% invoice processing accuracy.
- Expenditure maintained within approved budget allocations, with variances escalated promptly to the Manager, Finance and Operations.
- Demonstrated identification of cost-saving opportunities, efficiencies, or product standardisation initiatives annually.

- Annual stocktake completed within approved timeframe, with discrepancies investigated and reported.
- Asset acquisitions and disposals recorded accurately, with 100% of asset documentation processed in accordance with organisational policy.

**Reporting & Assurance**

- Procurement, expenditure, and stock management reports delivered within agreed reporting cycles to Manager Finance and Operations and/or Executive.
- Reports demonstrate clear visibility of expenditure trends, supplier performance issues, stock risks, and compliance matters requiring escalation.

**Continuous Improvement**

- Procurement-related audit findings or improvement actions tracked through to closure within agreed timeframes.
- Year-on-year reduction in stock wastage, expired stock, or process inefficiencies (where measurable).
- Policies and procedures reviewed within scheduled review cycles and updated to reflect current HSV and organisational requirements.

**Professional Development**

- 100% participation in performance review and development program annually, or more frequently as determined by the organisation.
- Maintain knowledge of public sector procurement requirements, HSV frameworks, and relevant legislative obligations.
- 100% completion of and compliance with mandatory education / training as outlined in ODH's Mandatory Training Policy & Procedure.

**Acknowledgement**

I, ....., acknowledge that I have read and understood this Position Description and agree to perform the duties and responsibilities outlined, in accordance with all requirements of Omeo District Health's policies and procedures.

Signature: \_\_\_\_\_

Date: ...../...../.....