**Position Description**

**DATE: September 2024**

**ROLE: Accounts Payable/Procurement Officer,**

**RESPONSIBLE TO: Manager Financial Compliance**

**ACCOUNTABLE TO: Head: Finance and Facilities**

 **Executive Director of Schools**

**TEAM MEMBERSHIP: Finance & Facilities**

**PURPOSE OF THE ROLE**

The role involves providing financial and procurement support to the Catholic Education Diocese of Bathurst. The role is responsible for completing accurate and timely payments including the processing, verifying and reconciling of invoices.

There are also a range of procurement responsibilities which support the efficient functioning of the Catholic Education Diocese of Bathurst, acknowledging various aspects of the role may change daily.

It is recognised that this role will require strict confidentiality.

**KEY AREAS OF ACCOUNTABILITY**

1. **Actively promotes the Vision and Mission of Catholic education in the Diocese by:**
2. Modelling the values inherent in Christ’s teaching
3. Supporting the Executive Director of Schools in his/her leadership of Catholic education as an instrument of evangelisation
4. Facilitating collaboration between the Executive Director and his/her Leadership Team in the leadership and management of the System of Schools, particularly in relation to the complementary roles of pastors, parents and teachers in the ministry of Catholic education
5. **Accounts Payable Function**
	1. Management of Accounts Payable including follow up of invoice authorisation, verifying and reconciling invoices, processing invoices in the general ledger and processing payment.
	2. Assist in the CEDB’s bank reconciliations as required
	3. Assist in journal processing as required by the School Accountants
	4. Complete month end and year end processes as required
	5. Assist in the filing and archival of all creditor payments and associated documentation
6. **Procurement Function**
7. Provide support in the administration of the CEDB’s Credit card expense management system (Promaster)
8. Provide advice, information and guidance on procurement related matters to staff across the CEDB
9. Assist in establishing structured procurement training and induction modules
10. Provide training and support in resolving procurement queries from staff that require an end to end understanding of procurement functions
11. Generate and maintain reports on procurement
12. Monitor and review school performance against procurement dashboards, including liaising with and assisting schools to improve performance
13. Maintain the supplier database to ensure all supplier contact and payment details are accurate
14. Assist the finance and facilities team in raising purchase requisitions, obtaining required quotes and coordinate RFQs/tenders consistent with the purchasing policy
15. Assist in maintaining CEDB’s procurement policies, systems and processes
16. Assist in establishing CEDB procurement panels
17. **School Liaison:**
	1. Champion business improvement projects and oversee successful roll out of change projects at the school level
18. **Policy and Procedures:**
	1. Assist in the compilation, update and review of the financial and administrative policies and procedure manuals for school administration staff and CEDB.
19. **Other Duties**
20. Undertake other duties as directed by the Manager Financial Compliance and Head: Finance & Facilities.
21. Undertake travel as required

The Catholic Education Diocese of Bathurst may vary this Position Description, in response to the changing needs of the organisation

**SELECTION CRITERIA**

* Certificate III in Business Administration (or equivalent) and/or relevant finance and procurement experience
* Excellent interpersonal and communication skills – both written and verbal with the ability to communicate with all levels of the organisation
* Demonstrated knowledge and experience in the use of accounting and computing software packages
* Ability to work independently as well as within a team environment and to meet deadlines
* Hold current valid driver’s licence and a willingness to undertake travel to schools as required
* A willingness to support the values and ethos of the Catholic tradition in the workplace