

Job Description Details	
<b>Job Title</b>	Accounts Payable Officer
<b>Department/Division</b>	Finance, Business Services
<b>Reports to</b>	Senior Financial Accountant
<b>Direct Reports</b>	Nil
<b>Agreement</b>	Brightwater Care Group Health Services Union of WA Enterprise Agreement

Brightwater Mission
<p><i>Pursuing the Dignity of Independence</i></p> <p>For Brightwater, no one is beyond care. Here, we value the potential that lives inside each and every one of us, no matter what that looks like. Our amazing ability to strive towards our best self every day, to keep learning and to keep growing. This drives all that we do. Sure, it's not always easy, but this journey that we're on together comes with its own reward. This pursuit of independence brings with it the dignity of control over our own lives. And everyone deserves the right to pursue that.</p>

Commitment to Mission and the Brightwater Spirit
<p>Embrace and apply the Brightwater Spirit – our values and behaviours – in all interactions with staff and customers. Our commitment to the Brightwater Spirit enables us to achieve our Mission, <i>Pursuing the Dignity of Independence</i>.</p> <p><b>Caring</b> We care for and about each other. We work together to provide inclusive and relevant services in ways that meet the needs and goals of our clients.</p> <p><b>Authentic</b> We are open and genuine, enabling us to build meaningful relationships with our clients and each other.</p> <p><b>Progressive</b> We are inspired to continuously improve ourselves and our services for the benefit of our clients.</p> <p><b>Courageous</b> We find strength in order to make a difference.</p>

Diversity and Inclusion Statement
<p>At Brightwater, we welcome people with the full diversity of life experiences, thoughts and beliefs. We foster a culture of inclusion, collaboration and innovation where our clients and staff can flourish.</p>

Position Purpose
<p>The role of the Accounts Payable Officer is to facilitate timely and accurate processing according to Brightwater's policies and procedures, as well as act as a resource to the Finance Manager and other members of the finance team.</p>

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Accounts Payable Officer	2	24/02/20	Recruitment Coordinator	Chief People & Culture Officer	
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## Key Duties/Accountabilities

1. Liaise with all sites regularly and assist where necessary to answer queries and resolve any issues.
2. Deal with all supplier queries on a timely basis, resolving issues accordingly.
3. Process all purchase orders, invoices, debit memo's, cancel cheques, remittance advices, mail, faxes, emails, BEIMS processing, payment adjustments and voucher adjustments. This includes the use of any tool to facilitate purchase orders, invoicing and processing, e.g.: Concur.
4. Ensure timely reconciliations of creditor statements and follow up missing invoices, credits on invoices and credit notes.
5. Process payment runs (EFT and cheques) on the required frequency and dates.
6. Ensure filing is kept up to date and in appropriate order.
7. Recommend and set up Account Payables procedures to ensure the Accounts Payable process is streamlined and in line with best practice.
8. Reconcile Creditors (AP sub ledger) to the GL on a monthly basis.
9. Contribute towards the delivery of customer-focused services.

## Key Working Relationships

1. Finance Team
2. Procurement team
3. Brightwater – any other relevant teams linked to this function
4. Suppliers

## Professional Development

1. Accept responsibility for updating/developing own knowledge/skills in relation to professional practice.
2. Actively participate in opportunities for performance feedback with a growth mindset, including reviews and check-ins; reflect on own performance and set goals.
3. Complete essential training courses within the required timeframes and embed learning outcomes to continuously improve skills and work performance.
4. Attend and contribute to staff meetings/discussions and collaborate with team members to improve outcomes.

## Safety and Health

1. Actively promote a positive safety and health culture by caring for self and others, demonstrating attention to physical, mental, emotional, cultural, and psychological safety.
2. Take proactive and responsible actions to avoid, eliminate or minimize hazards.
3. Accept responsibility for understanding and recognising the risks and hazards associated with work duties.
4. Report all incidents, hazards, and injuries immediately.
5. Use equipment, such as personal protective and manual tasks equipment, as trained and required.
6. Adhere to infection control principles and practices.

## NDIS Risk Assessment

This position is not considered to be a risk assessed role and therefore does not require the person to hold an NDIS Worker Screening Check.

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## Other Information

Nil

## Selection Criteria – Qualifications, Skills, Knowledge, Experience

1. Tertiary qualification or significant equivalent work experience in a similar role.
2. Able to effectively communicate (both written & verbal) in various environments with a wide range of people.
3. Excellent computer skills including excellent working knowledge of PC based accounting systems and Microsoft excel spreadsheets.
4. Ability to work cooperatively in a team environment with minimum supervision, demonstrating initiative for priority setting, goal achievement and time management.
5. Sound knowledge of the principles of accounts payable.
6. Demonstrated ability to organise and priorities tasks, work effectively under pressure, problem solve and meet deadlines.
7. Results orientated individual who actively participates in continuous quality improvement and applies quality improvement principles to all duties performed.
8. Aged Care, Health industry, or service orientated experience (desirable).
9. Knowledge of the Epicor financial/accounting system (desirable).
10. Satisfactory National Police Certificate obtained within the last 12 months.

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