



# POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	ACCOUNTS TEAM LEADER
Position no:	30005752
Team:	[Finance]
Department:	Finance
Location:	Collinswood
Reports to:	SENIOR OPERATIONS ACCOUNTANT 30005754
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 6]
HR Endorsement:	14/02/2023

## Purpose

Manage the Accounts team to deliver effective and efficient corporation-wide accounts payable and accounts receivable services.

## Key Accountabilities

- Oversee and review the work of the Accounts team and manage their performance.
- Develop and maintain strong internal client and external customer/supplier relationships.
- Ensure that the Accounts team has a client-based focus and that processes and procedures are properly maintained.
- Monitor and report on the performance of the accounts payable and receivable functions.
- Ensure suppliers are paid in accordance with ABC terms, or as otherwise approved.
- Monitor the status of payments throughout the various workflow stages to deliver an efficient payments function.
- Oversee the vendor payment runs from the finance system.
- Ensure amounts owing to the ABC from customers are collected in accordance with ABC terms, or as otherwise agreed.

- Apply the ABC Credit policy and procedures to potential new and existing customers, setting credit limits , regularly reviewing customer credit status and managing customers debts.
- Ensure compliance with ABC policies and procedures, internal controls and audit requirements.
- Ensure the integrity of supplier and customer master data through regular maintenance of system records.
- Maintain up to date SAP Design Workbooks for the Accounts Payable and Receivable functions.
- Reconcile relevant control accounts and resolution of outstanding items
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

## Key Capabilities/Qualifications/Experience

1. Demonstrated experience in leading a small team including effective supervision and development of staff.
2. Demonstrated ability to develop and maintain strong internal and external stakeholder relationships.
3. Keen attention to detail, advanced analytical skills, and the ability to rigorously problem solve a broad range of technical accounts queries.
4. Excellent communication and interpersonal skills, including effective resolution of disputes.
5. Strong technical skills in SAP or an equivalent finance system, with specific experience in accounts payable and accounts receivable transactions.
6. Experience in overseeing compliance with financial policies and procedures, internal controls and audit requirements.
7. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
8. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
9. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.



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