

Position Description

Accounts Payable Manager



Faculty/Portfolio	Chief Financial Officer
School/Centre	Shared Services
Basis of Employment	Full-time (36.75 hours per week) and continuing
Primary Location of Work	Geelong Waurm Ponds Campus or Melbourne Burwood Campus
Classification	HEW 8
Reporting Line	Group Manager Finance Services

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people’s lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia’s sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurm Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne’s CBD, and at the Burwood, Waterfront and Waurm Ponds campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

WHY WORK FOR OUR UNIVERSITY?

[CFO Portfolio](#)

[Benefits of working at Deakin](#)

[Deakin’s Strategic Plan – LIVE Agenda](#)

DEAKIN’S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

POSITION OVERVIEW

A pivotal leader within the Corporate Finance Team, this role will manage the day-to-day operational delivery of accounts payable and corporate card administration, whilst contributing to the development of key performance indicators. The focus will be to provide strong operational leadership and subject matter expertise to shape this team to support the university in a high change environment given the recent implementation of Workday, whilst constantly seeking to drive efficiencies through continuous improvement.

Key Relationships:

Internal	Group Manager Finance services Accounts payables team Senior accounts payable officer Finance services team Financial systems team Accounting services manager Internal audit Financial controller Procurement team University staff
External	Vendors External auditors Banking partners

PRIMARY RESPONSIBILITIES

- Manage the day to day operation of the Accounts Payable Team. Provide effective leadership and management of staff and ensure achievement of operational objectives
- Assist with system implementations and improvements, drive change and implement best practice
- Develop strong relationships with key stakeholders
- Mentor and upskill team members to improve effectiveness and customer service
- Establish clear expectations and contribute to the development and monitor Key Performance Indicators to ensure the efficient delivery of the Accounts Payables function
- Document, manage, review and improve best practice Accounts Payables policy and procedures
- Partner with both the Senior Coordinators, Finance Services to design and stabilise new business process and develop and embed operational efficiencies
- This role has staffing responsibilities and must therefore ensure staff and own adherence to University policies and procedures, including but not limited to those relating to equal opportunity, occupational health and safety, risk and financial management, privacy, staff development and staff performance planning and review.
- Any other duties as directed, commensurate with the scope and classification of the position

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

- Bachelor degree in Commerce or a related field
- Extensive Accounts Payables experience and management expertise
- Demonstrated experience working to meet tight deadlines, achieve targets and adapt to changing priorities.
- Strong knowledge of general ledger and basic accounting principles.

Capabilities and Personal Attributes:

- Analysis and Problem Solving: Sources relevant information; identifies problems and offers sustainable practical solutions
- Service Culture: Considers others perspectives in making decisions and providing advice; strives to exceed expectations
- Continuous Improvement: Proactively improves the efficiency and quality of existing materials processes and systems
- Planning and Organising: Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources
- Personal Resilience: Maintains composure and focus under pressure, adapts to changing situations and recovers from setbacks
- Demonstrate the ability to exercise sound judgment, initiative, diplomacy, tact and discretion as well as proven experience handling sensitive and personal information in a confidential and appropriate manner

SPECIAL REQUIREMENTS

- Infrequent work outside business hours is required (e.g. work at evening or on weekend may be required to be undertaken)
- Drivers Licence
- Working With Children Check
- National Police Record Check

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.