



POSITION DESCRIPTION

Australian Broadcasting Corporation

Label	Description
Position Title:	ACCOUNTS OFFICER
Position no:	30005701
Team:	[Finance]
Department:	Finance & Operations
Location:	Collinswood
Reports to:	ACCOUNTS TEAM LEADER 30005752
Classification:	Administrative/Professional
Schedule:	[Schedule A]
Roster cycle	[Non-Rostered]
Band/level:	[Band 3]
HR Endorsement:	

Purpose

To contribute to a Corporation-wide shared service for the efficient and accurate payment of accounts and collection of revenue in accordance with relevant policy and guidelines.

Key Accountabilities

- Process domestic and/or foreign invoices for payment in an accurate and timely manner, including, but not limited to:
 - All purchase and non-purchase order related transactions;
 - Staff related payments such as salaries, reimbursements, and travel allowances;
 - ABC Bureau payments;
 - Sole Trader payments.
- Accurate and timely creation and maintenance of domestic and foreign vendors.
- Reconciliation of Supplier statements.
- Prepare account and bank reconciliations under routine direction where required.
- Provide support in Accounts Receivable where required, including customer account maintenance, raising invoices, receipting payments, assistance with debt recovery and monitoring of, and reporting in relation to, the debtors' ledger.

- Ensure all ABC policies and procedures related to Accounts Payable and Receivable are adhered to.
- Undertake other processing in the ABC's finance systems as required, whether in a primary or back-up capacity.
- Develop good internal and external customer relationships by maintaining a client based focus and providing an exemplary level of service.
- Assist in the management of the Corporation's financial accounts and records to comply with Australian Accounting Standards, Government reporting requirements and Audit guidances.
- The ABC may require you to perform a broader range of functions and/or move between functions and work areas (including between divisions) within the limits of your competence, training and classification.
- 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. Appropriate secondary education. Knowledge of accounting concepts (preferably undertaking or intending to undertake accounting studies).
2. Experience in use of computerised systems, with experience on Windows based PC applications highly desirable.
3. Sound numeric skills required with a high degree of accuracy and attention to detail.
4. Experience in high volume Accounts Payable.
5. Experience in Accounts Receivable preferred.
6. Good verbal and written and communication skills with ability and willingness to work as a team member, and an appreciation of client needs in a service delivery environment.
7. Ability to interpret and apply accounting policies and procedures.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **ABC Policies:** Understanding of the relevance and scope of ABC policies 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.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

