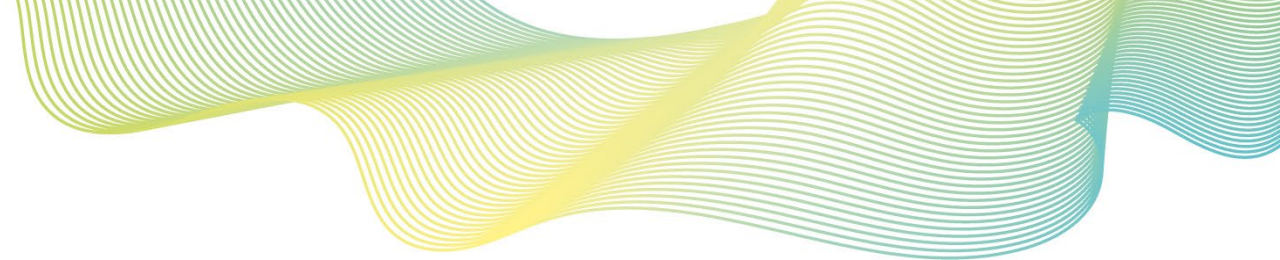


# Ready to challenge yourself?

At Hydro Tasmania, we're leaders in renewable energy, powering Australia with clean hydropower. We really care about making a difference for better, but it's a big job and we can't do it alone. Which is where you come in.

A career with us will support you to be the best you can be with open working relationships, genuine opportunity to try things your way and unwavering commitment to excellence.

**Together we'll make a difference.**



# Position Description: **Accounts Payable Officer**

## **Role Overview**

- **Position Classification:** HT2
- **Number of Direct Reports:** NIL
- **Team, Business Area:** Business Services, Finance
- **Immediate Manager:** Accounts Payable Team Lead
- **Manager-One-Removed:** Manager, Business Services

## **Role Purpose**

The Accounts Payable Officer is responsible for performing the day-to-day activities for weekly, monthly and annual accounts payable processing and associated tasks in a timely and accurate manner and to provide expert advice and customer service to the business.

As well as providing processing support as part of the Accounts Payable Team, ensuring that Hydro Group's creditor obligations are met, and compliance is maintained in regard to all Hydro Group policies and systems.

# Position Description: Accounts Payable Officer

## Role Accountabilities

### Strategy Execution

- Identify new areas and opportunities and work with internal stakeholders to translate this into delivered value.

### Leadership and Organisation

- Contribute to the effectiveness of the Finance Team, including contributing to peer mentoring, and experience, and skill sharing to build knowledge and capability within the Finance Team.

### Technical

- Ensure accounts payable processes are completed in line with approved policy and processes including:
  - Active management of aged creditors transaction listing.
  - Follow up invoices and processing as appropriate, in VIM and accounts payable systems.
  - Process all accounts payable transaction types.
  - Daily invoice matching integrity checks and regular review of invoices not yet scheduled for payment.
  - Follow up of supplier queries through to effective resolution.
  - Manage Accounts Payable Mailbox

- Participate in the active management and operation of Finance with a focus on the Accounts Payable area, including:
  - Follow up creditor statements where invoices are overdue by 30 days or more.
- Support the accounts payable Team Lead as required, including:
  - Assist in managing statistical reporting.
  - Monitoring progress against timelines and performance objectives.
  - Actioning regular statistical reporting and other administrative activities.
- Provide training and process education support to other team members and across Hydro Group as required, using relevant finance and accounts payable systems.
- Assist with accounts payable reporting from relevant finance systems for:
  - Variance and exception reporting for internal management reporting and KPIs;
  - The corporation's Annual Report; and
  - Regulators and government agencies.

# Position Description: Accounts Payable Officer

## Candidate Attributes

### Experience

- Demonstrated prior experience in accounts payable processing.
- Demonstrated understanding of GST requirements in relation to creditor invoices.
- Experience in analysing and reconciling creditor statements.
- Experience in the use of accounts payable systems and associated invoice management functionality.

### Capabilities

- Knowledge of the 'end to end' supply chain process.
- Sound working knowledge of accounts payable processing tasks.
- Good communication skills, including the ability to build effective working relationships across the business and ability to effectively represent the business to external suppliers.
- Proficient IT skills across the suite of Microsoft applications and financial information packages.
- Proven ability to plan, schedule, and manage time and conflicting priorities to meet business requirements.
- Ability to work as part of a team, working collaboratively
- Problem solving and analytical skills covering strategic, technical and complex operational problems in the context of ambiguity and change

### Desirable

- Certificate III qualifications in a relevant field.
- Experience in a similar position within a utilities organisation.

### Change Mindset

- You identify and implement opportunities for continuous improvement/Lean initiatives within your team and across the business.
- You embrace change and encourage others to do the same.
- You display resilience and persistence to achieve positive change outcomes.

### Growth Mindset

- You see challenges and failures as opportunities.
- You actively seek and learn from feedback.
- You have a mindset of development, determination and opportunity.
- You seek opportunities to develop and grow into a future leader of the business.

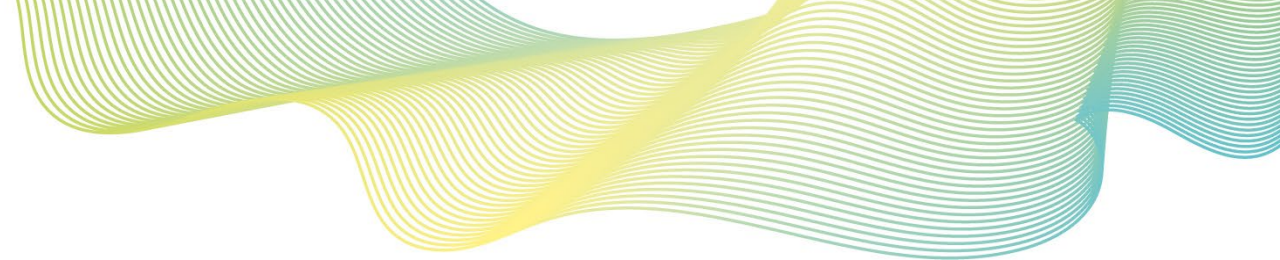
### Behavioural Competencies

- See the Behavioural Competency Framework on the following page.

# Position Description: Accounts Payable Officer

## Behavioural Competency Framework

Competency	Description	All of us
Innovation & Continuous Improvement	Looks for new and better ways of doing things. Adapts to change to promote growth and improvement.	<ul style="list-style-type: none"> <li>• Continually looks for opportunities for Lean improvements</li> <li>• Follows ideas through to action, reflects and always seeks to do better</li> <li>• Demonstrates diverse thinking and embraces change</li> <li>• Encourages peers to do the same</li> </ul>
Collaboration	Breaks down silos, works across boundaries and builds relationships to achieve outstanding results to be proud of.	<ul style="list-style-type: none"> <li>• Actively looks for opportunities to share knowledge and utilise strengths</li> <li>• Works co-operatively to achieve shared objectives</li> <li>• Recognises others for their contributions and accomplishments</li> <li>• Gains and demonstrates trust and support for others through actions</li> </ul>
Builds effective working relationships	Embraces and encourages an environment of respect and trust.	<ul style="list-style-type: none"> <li>• Supports equal and fair treatment for all</li> <li>• Is seen as a team player and finds common ground in a respectful way</li> <li>• Seeks and provides feedback to improve working relationships</li> </ul>
Accountability	Stands up and takes ownership for achieving results. Sets high standards for self and others.	<ul style="list-style-type: none"> <li>• Follows through on commitments and encourages others do the same</li> <li>• Takes personal responsibility for own timely and quality activities</li> <li>• Designs feedback into the ways of work to support 'growth mindset'</li> <li>• Provides exceptional service to stakeholders and customers</li> </ul>
Judgement	Identifies and acts on issues and develops quality solution, setting high standards of decision making.	<ul style="list-style-type: none"> <li>• Always role models our values</li> <li>• Demonstrates rigor to make effective and quality decisions</li> <li>• Stands up and acts when issues arise with a sound and level-headed approach.</li> <li>• Keeps informed of activities and evolutions in the broader business</li> </ul>



# Organisational Values: **Our Way**



## **All about our customers**

Creating a brighter future for our customers is at the heart of every decision we make. We take time to listen, learn and adapt to deliver innovative product solutions impact solutions that genuinely meet their needs.



## **Keep each other safe**

We've got each other's backs. We care for the well-being of our colleagues and communities and we courageously speak up when things aren't right.



## **Do the right thing**

It's up to all of us to leave a positive legacy for this world. We do the right thing by each other, our communities and our planet by acting with integrity and honesty in all that we do.



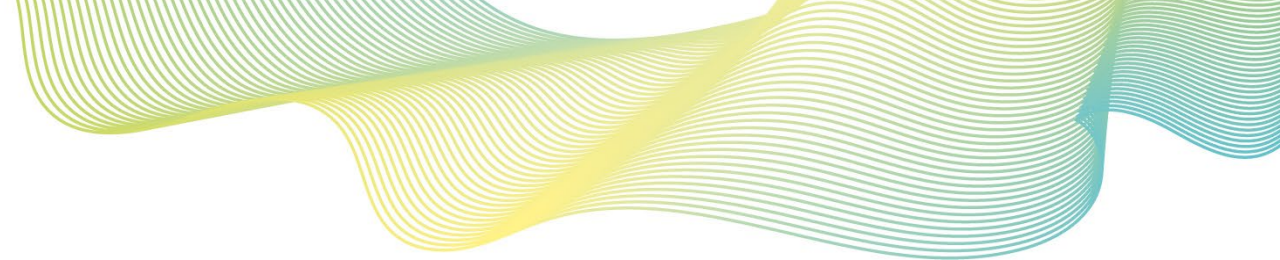
## **Better together**

We create meaningful opportunities when we work together to unlock the power of our diverse talents. We can do great things when we listen and learn from each other's perspectives.



## **Find a way**

We're up for solving even the toughest challenges. We collaborate, innovate and persevere until the job is done. And then we get up and do it again.



# Organisational Requirements

## Health, safety and security

Fosters and adheres to a culture that enables self and others' safety to make good choices at the forefront of all actions. Contributes to our ability to deliver our services by demonstrating an understanding of cyber security standards and applying them to relevant activities in the workplace.

## Compliance and standards

Ensures compliance through actively engaging with stakeholders and maintains awareness of relevant legislation, laws, regulations, standards, codes and Hydro Group policies and procedures. Influences continuous improvement and positive outcomes so they are viewed as adding value.

## Diversity and inclusion

Hydro Tasmania group supports applications from all members of our community and equitable access to our employment opportunities. We are open to discussing workplace flexibility in all our vacancies, to ensure we can attract the best candidates and accommodate individual needs, differences, disabilities and working arrangements, even in ways we have not thought of. Our merit based recruitment practices are founded on building diversity by fostering an inclusive, flexible and equitable workplace.