

Position Description

Senior Accounts Payable Officer



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 Waurin Ponds Campus or Melbourne Burwood Campus
Classification	HEW 6
Reporting Line	Accounts Payable Manager

ABOUT DEAKIN

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

WHY WORK FOR OUR UNIVERSITY?

[CFO Portfolio](#)[Benefits of working
at Deakin](#)[Deakin's Strategic
Plan – LIVE Agenda](#)

DEAKIN'S COMMITMENT TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

deakin.edu.au/about-deakin/careers-at-deakin



POSITION OVERVIEW

This role's main focus is to support the Accounts Payable Manager with the daily operations and activities in Accounts Payable and credit card administration, with a high level focus to support process improvement that aligns with agreed policies and procedures that promote best practice.

Key Relationships:

Internal	Group Manager Finance services Manager accounts payable Senior accounts payable officer Finance services team Financial systems team Treasury team Internal audit Procurement team University staff
External	Vendors External auditors

PRIMARY RESPONSIBILITIES

- Manage the daily workflow distribution of invoices and credit notes within the AP system (Workday – DeakinUniFi).
- Develop and deliver Month End Accounts Payable and Key Performance Indicator Reporting.
- Processing all invoices and credit notes, reconcile supplier statements in a reliable, accurate and timely manner.
- Preparation of settlement runs in accordance with agreed timeframes, and conduct investigations into the payment process.
- Reconciliation of Balance Sheet accounts that relate to Accounts Payable.
- Assist Accounting Services team with cash flow management, month end reviews and accruals.
- First point of escalation for queries and process issues, ensuring resolution in an efficient manner, with a commitment to high quality customer service.
- Continually review procedures/systems to ensure a high quality, best practice accounts payable function.
- Liaise with all external stakeholders including suppliers to resolve queries and facilitate master data change requests as required.
- 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 university's ambition 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:

- Completion of a relevant degree and / or extensive experience in Accounts Payable or an equivalent combination of relevant experience and/or education/training.
- Experience in developing operational procedures within a client focused team environment.
- Experience in a Tertiary environment.
- Demonstrated ability to effectively operate autonomously or collaborative with other work.

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.

SPECIAL REQUIREMENTS

- 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.