**JOB DESCRIPTION**

**Senior** Accounts Payable Officer

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, mental health, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

**Role Purpose**

This role is responsible for supporting the Accounts Payable Manager and leading some of the Accounts Payable team members. This role will manage 3 team members’ deliverables, including accurate accounting and reporting of all related financial transactions. This role will be a key business partner to all stakeholders across the Procure to Pay process. This role will focus on driving and implementing both system and process related improvements and act as a subject matter expert on projects across procure to pay, inclusive of Expense Management.

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# ROLE KEY ACCOUNTABILITIES

* Provide consistent and visible leadership in WH&S behaviours and actions within the team and department and ensure there is a safe working environment, and that staff are properly trained to be able to work in a safe manner.
* Work closely with the Accounts Payable Manager to translate business and strategic objectives into targets, tactical plans and action steps which team members can effectively implement.
* Take responsibility for ensuring that team members have the necessary resources and capability to deliver high quality work. Regularly assesses team member performance, sets objectives and establishes active development plans.
* Understand industry trends and commercial implications and demonstrates knowledge of the impact department advice has on the other Directorates in Uniting.
* Contribute to the development and evaluation of changes and improvements to the services provided by the team and ensure that changes support the viability of Uniting.
* Confidently establish and maintain a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the Senior Accounts Payable Officer, your role specifically will:

* Effectively lead the Accounts Payable and Expense Management query team, and the inbound invoices team member
* Manage all Service Desk tickets, handle escalated queries and ensure SLAs are met
* Run aged transaction and exception reports for Expense Management and follow up on non-compliance
* Engage regularly with the Service Desk team to constantly refine the query matrix and ensure all staff have the required training to support queries
* Actively participate in projects and act as the Subject Matter expert for all impacted Accounts Payable and Expense Management processes and systems on these projects
* Manage BAU system issues, including any system developments, and liaise with IT on any issues or changes that will impact on the team
* Identify and drive process efficiencies and system improvement opportunities
* Manage and assist with team’s month end activities and deliverables in line with our policies and procedures, ensuring all related internal controls are maintained
* Ensure all monthly reconciliations and reports are completed and accurate in line with month end timelines
* Run, distribute and actively follow up on unprocessed invoice queue with business users
* Develop and coach team members to upskill both systems and process knowledge.

**Your directorate:**  Finance

**You’ll report to:** Accounts Payable Manager

# YOUR KEY CAPABILITIES

|  |  |  |
| --- | --- | --- |
| Capability area | Description | Key behaviours |
| Lead the movement | Inspires others through our shared purpose and by living our values. | 1. Lives our values
2. Creates meaning and purpose
3. Inspires others
 |
| Encourage the heart | Creates a workplace where all people can flourish. | 1. Champions wellbeing
2. Builds trust
3. Empowers others
 |
| Foster a growth mindset | Creates a culture of curiosity and learning, where it is safe to try new things. | 1. Grows through setbacks
2. Builds a feedback friendly culture
3. Values diverse perspectives
 |
| Eyes up | Supports an innovative organisation that partners with others. | 1. Sees the broader system
2. Nurtures innovation
3. Works inclusively
 |
| Responsible stewardship | Make decisions to prioritise and invest resources to achieve our Uniting strategy and manage risk. | 1. Manage resources effectively
2. Manage risk
3. Financial planning and performance
 |
| Operational planning and delivery | Aligns team efforts to ensure quality outcomes. | 1. Plan and prioritise work
2. Manage change
3. Deliver outcomes
 |
| People management | Engages and grows our people to deliver on our strategy. | 1. Manage performance
2. Enables development
3. Build team connectedness
 |
| Practice leadership | Strengthens the quality and sustainability of the services we provide. | 1. Practice continuous improvement
2. Manage compliance
3. Create value for customers and clients
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# YOUR QUALIFICATIONS & EXPERIENCE

**Qualifications:**

Bachelor qualification in a relevant field or equivalent experience a must.

**Skills and Experience:**

This is a leadership role, typically requiring 4 or more years’ experience operating as a Senior Accounts Payable officer, managing a small team in a complex, high volume, constantly evolving environment. You will have excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined.

* Proven knowledge of accounting principles, practices, standards, laws, and regulations
* Proven leadership skills with ability to coach and mentor team members through thorough understanding of the procure to pay end to end process.
* Attention to detail and quality focused with the ability to handle sensitive and confidential information
* Proven experience with Expense Management systems, corporate card management and exception reporting around card and out of pocket expenditure
* Strong business partnering experience and proven record of increasing business understanding of procure to pay processes
* Ability to work effectively in a BAU role whilst also driving and implementing systems and process improvements
* Excellent skills in the operation of ERP software, and analytical tools including Excel
* Experience in shared service environments managing large volumes & high complexity of transactions is essential
* A demonstrated competency in the end to end Procure to Pay process.

**Even better:**

* Excellent knowledge of Aged Care funding and reporting requirements
* Experience in working in a highly regulated environment is advantageous

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| **Employee Name:** |  | **Managers Name:****Title** |  |
| **Date:** |  | **Date:** |  |
| **Signature:** |  | **Signature:** |  |