

# STATEMENT OF DUTIES



## Accounts Payable Officer

<b>Award:</b>	<i>Port Arthur Historic Site Management Authority Award</i>
<b>Classification:</b>	General Stream Band 2
<b>Employment Status:</b>	Fixed Term Part Time
<b>Location:</b>	Port Arthur Historic Site
<b>Departments:</b>	Corporate Services

### Position Objective:

Undertake processing of transactions and reconciliations, principally in relation to accounts payable, in accordance with established policies and procedures and State and Commonwealth Government Legislation.

### Assigned Primary Duties:

- Processing invoices in TechnologyOne
- Processing EFT payments
- Processing credit card expenses
- Reconciling creditor statements and responding to creditor queries
- Maintain filing and archiving requirements as per policies and procedures
- Perform general office duties, including but not limited to, processing the mail, answering the telephone and/or in person queries
- Undertake other tasks and duties as directed by the Chief Financial Officer and/or Accountant

### Level of Responsibility:

The Accounts Payable Officer is responsible for providing an efficient and effective service through the timely and accurate processing of all transactions and reconciliations. The incumbent is expected to set work priorities while exercising limited discretion to effectively achieve task completion within appropriate timeframes.

The incumbent is responsible for attendance to duties in a cooperative and professional manner, participation in regular team meetings and maintenance of a cohesive team structure, compliance with PAHSMA's policies and procedures and for showing diligence punctuality and attendance. Regular liaison is required with other team members, internal and external stakeholders and the incumbent is expected to be courteous and well presented at all times. The incumbent is also responsible for appropriate use of tools, equipment and resources.

The incumbent has a responsibility to demonstrate willingness to participate in staff development activities and to continue to update knowledge and skills associated with their employment at PAHSMA.

Positions at this level involve the following Workplace Health & Safety responsibilities:

- Comply with all policies and procedures
- Report and document all accidents/incidents
- Awareness of procedures in PAHSMA's Emergency Management Plan

### Direction/supervision received:

The Accounts Payable Officer reports to the Accountant.

The incumbent is required to exercise judgement in the choice of work methods, in prioritising tasks and in the application of skill in selecting the appropriate course of action. Independent decision-

making and initiative regarding the planning and completion of tasks and achievement of outcomes is expected to increase with experience in the role.

**Vaccinations/Health Surveillance:**

The following is recommended for this position:

Nil

**Knowledge and Skills (Selection Criteria)**

1. Knowledge of the operation of computerised commercial accounting systems and experience in data entry duties
2. Capacity to provide routine advice, support and assistance to a work team operating in a contemporary office environment
3. Good written and verbal communication and interpersonal skills including the ability to gain the cooperation of others utilising effective telephone and customer service techniques.
4. The ability to work either independently or as a member of a team and exercise initiative, judgement, discretion and sensitivity in the workplace.
5. Good organisational skills as well as the ability be adaptable and flexible, manage variable workloads and to prioritise work in order to meet deadlines.
6. The capacity to understand and solve problems by referring to established procedures and to refer unusual requirements to the accountant

**Qualifications and Requirements:**

**Essential Requirements**

As a result of a risk assessment process, the Head of Agency gave consideration to where vaccination is a necessary control to protect the health and safety of workers and the community. Therefore, it's been determined that prior to appointment to these duties, a person is to provide evidence that they are vaccinated against the disease known as COVID-19.

**Desirable:**

- Certificate III in Business, Accounting, or another relevant discipline

**Working Environment:**

The Port Arthur Historic Sites are important places of outstanding heritage value at local, state national and international level. They form part of the Australian Convict Sites World Heritage Property and are major Tasmanian tourist attractions, which receive visitors from all walks of life and all parts of the world. All PAHSMA employees have a responsibility to ensure the Sites are presented to the highest standard, to support the protection of the heritage fabric of the sites against vandalism or damage and to comply with the direction of the Port Arthur Historic Site Management Authority Act 1987 and the Port Arthur Historic Sites Statutory Management Plan 2008.

**Our Vision**

PAHSMA is globally recognised for excellence in telling the Australian convict story through outstanding conservation and tourism experiences.

**Our Purpose**

To conserve and enhance the heritage values of our world heritage convict sites and to share the stories of these places and the people connected to them.

## Our Values

PAHSMA is a values-based organisation. If your personal and work values are consistent with those developed by our staff, we're sure you'll find PAHSMA a great workplace. Our decisions and behaviours are guided by the following values and belief statements



**Unity** – we work as one to achieve PAHSMA's Vision and Purpose



**People Matter** – we acknowledge and show respect to our people – past, present and future



**Accountability** – we hold ourselves, and each other, accountable for our actions and behaviours



**Passion and Pride** – we are committed to being world class

## PAHSMA employment conditions

PAHSMA is an equal opportunity employer and we welcome a diverse range of applicants for our positions. We appreciate the diversity of our employees and value the contribution they make. We provide reasonable adjustment, as medically required, to enable inherent role requirements to be met. We promote and uphold the principles of fair and equitable access to employment, promotion, personal development and training.

PAHSMA seeks to provide a healthy and safe workplace for all employees and the Authority has a 'duty of care' responsibility in this respect. Employees have a 'duty of self-care' to ensure that they conduct themselves in a manner that protects the safety, health and welfare of themselves and others in the work environment. This position involves a significant proportion of screen-based equipment work. The Port Arthur Historic Sites are smoke-free.

PAHSMA is committed to creating, as far as is reasonably practicable, a respectful work environment which is free from inappropriate and disrespectful workplace behaviours, including discrimination, bullying and harassment. All employees must adhere to the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct (State Service Act 2000).

Jenny Goulding

PEOPLE AND CULTURE MANAGER

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Certified Correct

Date ... .. / ... .. / ...

Jonathan Fisher

CHIEF EXECUTIVE OFFICER

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Approved / Not approved

Date ... .. / ... .. / ...