

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration Collaboration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Accounts Payable Officer
Division:	Finance
Reports to:	Accounts Payable Manager
Position Purpose:	<p>The Accounts Payable officer role ensures that Accounts Payable and Card activities within the finance function are completed in a timely manner meeting the needs of internal and external stakeholders and paying attention to objectives of cost, process excellence and compliance.</p> <p>The main accountability is in regard to providing service excellence in executing day-to-day routine transactional Accounts Payable processes. These functions include the processing of AP invoices, Setting up suppliers, the provision of card services, establishing and replenishing petty cash, administration of client stored value card services, reconciling AP ledgers, card balances, travel spend and supplier accounts.</p> <p>Within the scope of the role is also significant engagement in process improvement functions, reporting and communications.</p>

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Invoice Processing Activities
Key tasks	Position holder is successful when
<ul style="list-style-type: none">Coordinate and Administer the accurate and timely processing & validation of all	<ul style="list-style-type: none">Invoices processed have the appropriate authorizations and account codes.

<p>supplier invoices in the AP work pool for MA,MAH,MAPS,ELS,</p> <ul style="list-style-type: none"> • Compile and approve payment runs and remittance delivery • Co- ordinate & Prepare all Month End Accounts Payable Activities & reconciliations. • Process & execute all Ad Hoc payments & significant Invoices as required • Identify invoices that require capitalization and follow-up approval procedure for all Capex invoices • Conduct any other Accounts Payable activities as directed by Accounts Payable Manager. 	<ul style="list-style-type: none"> • Invoice batches from the sites are processed within the agreed timeframes. • Invoices and purchase orders match and any discrepancies are reported & resolved. • There are no overpayments or duplication of payments. • Payments are made according to schedule.
Key Result Area 2	Cards Processing Activities
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Coordinate and Administer the processing of all card transaction service functions eg Purchase Cards, CVC's, Corporate Cards, Amex • Liaise with Cardholders regarding card usage, policies and administration • Liaise with WBC & other card suppliers regarding card transactions • Ensure Month end reconciliations of cards including corporate travel are conducted • Conduct any other Card Processing activities as directed by Accounts Payable Manager. 	<ul style="list-style-type: none"> • Misuse of cards is detected and reported. • Reimbursements are processed and posted in ledger on a daily basis. • Monthly reconciliations are accurate.
Key Result Area 3	Supplier & Reconciliation Activities
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Set Up Suppliers • Maintain accurate supplier accounts • Review credit balances • Conduct statement reconciliations as required. 	Supplier information is accurate and reconciled.
Key Result Area 4	Relationship Management & Customer Service
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Proactively Monitor & Manage Accounts Payable Drop boxes • Liaise with Accounts Receivable & treasury when required <ul style="list-style-type: none"> • Exercise a high level of customer service, through proactive and positive communication 	Positive feedback received from across the business & external parties in customer satisfaction scores, audit ratings, SLA's and reconciliations for Accounts Payable Activities

<ul style="list-style-type: none"> • Develop and maintain a range of relationships with cross functional areas within finance and across the business. • Provide advice, solutions and assistance when required to ensure financial control around Accounts Payable & Cards is exercised. • Ensure work instructions and procedures are updated 	
Key Result Area 5	
Key tasks	Position holder is successful when

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Excellent Communication Skills

- A strong client focus, results orientation, the ability to work as part of a team and personal organization;
- Understanding of basic accounting, debits and credits, GST, prepayments, accruals;
- 3 years demonstrated capacity in Accounts Payable
- Demonstrated expertise in the use of accounting applications such as Finance One and Microsoft Excel;
- Formal accountancy qualifications from either university or TAFE are desirable, or the willingness to acquire qualification;

Key challenges of the role

- Meeting deadlines for high volume transactional processing
- Ensuring procedures are followed.
- Ensuring account reconciliations are accurate.
- Investigating and auditing with difficult customers

Compliance checks required

Working with Children	<input type="checkbox"/>	
National Police Check	<input type="checkbox"/>	
Vulnerable People Check	<input type="checkbox"/>	
Drivers Licence	<input type="checkbox"/>	
Other (prescribe)	<input type="checkbox"/>	_____

Approval

Manager name	Margaret Collins	Approval date	4/05/2015
---------------------	------------------	----------------------	-----------