

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Accounts Payable Officer	Department	Transaction Services
Location	North Melbourne	Direct/Indirect Reports	Nil
Reports to	Team Leader Accounts Payable & Receivable	Date Revised	Feb 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 3	Job Evaluation No:	HRC0031826

■ Position Summary

The Accounts Payable Officer contributes to the success of the company by enabling supplier relationships through the provision of exceptional payment services in a timely, efficient and effective manner. The role will require a high level of accuracy and attention to detail to ensure payments and query resolutions are consistently delivered to a high standard and are processed accurately in accordance with the Australian Accounting Standards (AAS).

■ Position Responsibilities

Key Responsibilities

- Create, maintain and oversee invoice processing daily queues to ensure completeness, accuracy and timeliness of invoice collection, processing, recording and cross checking general ledger cost centres
- Perform payment runs on a weekly basis including and not limited to, local and foreign electronic transfers, client support and urgent relief payments
- Ensure that GST has been correctly applied against all transactions and seek further advice as applicable.
- Posting transactions to journals, ledgers and other records to the finance system
- Management of petty cash including posting, reconciliation and replenishment including foreign currencies
- Process employee/volunteer expense reimbursements within 5 days of receipt of expense submission
- Maintaining Aged Creditor Listings so that they are up to date
- Respond to creditor account queries and resolve any invoice discrepancies promptly and professionally, escalating any unknown issues appropriately
- Product champion of related Accounts Payable systems, with technical responsibility to keep up to date and lead the ongoing enhancement/development of the related systems
- Participate and/or lead Accounts Payable related transformational projects
- Regularly monitor the completeness and accuracy of supplier records and master data and the data controls of accounts payable processing by supporting the Accounts Administrator with the management of the supplier Master Data file
- Produce monthly reconciliation reports and ensure this reconciles to creditor statements, and assist in month end reporting to assist management with month end close activities
- Develop and maintain courteous professional relationships with internal “customers”, colleagues and external parties and respond to supplier account queries to resolve issues at first contact.

■ Position Selection Criteria

Technical Competencies

- Understanding of the end to end Accounts Payable process
- Minimum three years strong quantitative experience with in-depth knowledge of credit and investment risk including related financial analysis, procedures, and systems in global financial services settings
- Previous experience with an ERP system / expense management systems
- Experience with foreign currency and exposure to complex accounts payable processing
- Excellent verbal and written communication skills
- Strong organisational and time management skills
- Strong proficiency in MS Office and general computer use
- Some supervisor/leadership experience (Ideal, but not essential)
- Ability to build relationships with internal and external stakeholders, including Management.

Qualifications/Licenses

- Degree in finance, accounting, or other business-related fields is highly desirable.

Behavioural Capabilities

Personal effectiveness | Achieve results | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.

Team effectiveness | Managing performance | Demonstrated capability to take ownership of work and use initiative to deliver results. Accountable for own performance and ability to set clearly defined objectives for achievement.

Team effectiveness | Communicating | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.

Organisational effectiveness | Focussing on clients | Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.

Organisational effectiveness | Managing risk | Demonstrated ability to work within guidelines, policies and procedures. Awareness of risks involved in an individual's role and works toward minimising their impact.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system

- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.