

POSITION DESCRIPTION

Position:	Accounts Payable Officer
Team:	Finance
Department:	Business Services

Reporting Relationships	Reporting to the Manager- Finance
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Key Relationships	Finance team All departments within AGPC Suppliers to the Corporation
Values	Knowledge of and consistent demonstration of the Corporation's IIQCAT values including integrity, innovation, quality, customer, accountability, teamwork.

Objectives	As a key member of the Business Services department, the objective of the role is to take ownership of the Accounts Payable function at the Australian Grand Prix Corporation, as well as assisting the wider Finance team on projects, process improvements and adhoc accounting tasks.
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Responsibilities	<ul style="list-style-type: none"> Effectively manage the end-to-end Accounts Payable function at the Corporation; Process a high volume of invoices weekly; Manage invoice approvals using Nitro (online approval system); Review invoices to ensure compliance with the Corporation's approval process, policies and delegation authority limits; Entering, batching and coding of invoices using Sage 300 ERP; Performing domestic and international payments; Daily Bank reconciliations; Month-end duties including reconciliations and journals; Manage corporate cards, petty cash and employee expense claims; Build strong internal and external stakeholder relationships; Dealing with queries via phone and email; Troubleshooting and problem solving; Assist the wider finance team with any adhoc tasks and/or projects; and
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- To work across the Formula 1 and MotoGP events at a site on the Circuits and perform prescribed roles which may not be finance related during the Events (Dates to be confirmed).

AGPC Health and Safety

To assist AGPC in meeting its health and safety obligations you will be required to:

Promote a positive safety culture by contributing to health and safety consultation and

- Communication, and through active participation in the reporting of hazards, incidents and near misses.
- Take corrective action to address or mitigate any risks or hazardous situations throughout the course of your work.
- Take reasonable care for your own health and safety, and for the health and safety of others.
- Cooperate with the AGPC by adhering to the organisations various policies, procedures, work practices and standard operating procedures.
- Perform your role in accordance with any specific responsibilities as outlined in the AGPC safety management system.
- Perform your role in accordance with any AGPC fit for work requirements.

Cooperate with AGPC regarding caring for the environment, by acting in a sustainable way and minimising AGPC's environmental impact by adhering to the organisations policies, procedures and work practices. To enable AGPC to meet its obligations for providing a healthy and safe working environment for you, you must inform your manager of any issues which may impact your ability to safely perform your role.

PERSON SPECIFICATION

Personal Attributes	<ul style="list-style-type: none">• Driven and enthusiastic;• Strong interpersonal and communication skills;• Highly organised and able to work under pressure.
Experience	<ul style="list-style-type: none">• Significant Accounts Payable experience in a fast paced and high volume environment;• Experiencing using Sage accounting package is highly regarded; and• General accounting knowledge.