

# Role Description

## Accounts Payable Officer



<b>Title</b>	Accounts Payable Officer
<b>Classification/Grade/Band</b>	Band 2 Level 1
<b>Group/Unit/Section</b>	Finance / Financial Services / Accounts Payable
<b>Reports to</b>	Team Leader Accounts Payable

### Vision

A vibrant and sustainable Central Coast

### Purpose

To provide valuable services that strengthens and supports the Central Coast Community

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Accounts Payable Officer is responsible for contributing to the day to day operations of the Accounts Payable team to ensure timely and accurate payments for goods and services procured by Central Coast Council .

The position of Accounts Payable Officer is required to provide quality customer service and create value for the community.

### Key Duties and Responsibilities

- Ensure all accounts for procured goods and services are processed and paid in accordance with corporate policies and procedures, statutory regulations and audit requirements



- Ensure compliance with accounting systems and standards, corporate policies, operating procedures and relevant legislation to meet audit requirements and satisfy internal controls
- Strong knowledge and understanding of other financial systems as they relate to Accounts Payable.
- High level capacity to prioritise, manage and organise workloads in order to meet corporate goals and deadlines.
- Ability to identify, understand and analyse complex issues and implement suitable actions to address them in relation to Accounts Payable.
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

### **Authority and Accountability**

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor
- Decisions affect the work and activities of others within the work group or team
- The work of the Accounts Payable Officer influences the external environments by ensuring services are consistent with Council standards
- The Accounts Payable Officer is accountable for own work performance. Liability generally lies with the supervisor or Council as the employer
- Has little or no responsibility for budget development
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area



## Personal Attributes

- Be adaptable, flexible and focused when dealing with change;
- Represent Council honestly, ethically, professionally and lead by example;
- Be committed to achieving work goals and maintains motivation when tasks are challenging and actively seek feedback from colleagues and stakeholders;
- Be responsive to the input of others and works to understand their perspectives.

## Interpersonal Skills

- Listen to others and asks appropriate, respectful questions and monitors non-verbal cues and adapts behaviour accordingly;
- Support and promote a culture of quality customer service identify and respond quickly and provides solutions to meet customers' needs;
- Build a supportive and cooperative team environment, share information and learning across teams and solve issues and challenges in collaboration with others;
- Respond to conflict without inflaming the situation and knows when to refer to a supervisor for assistance and/ or withdraw from a conflict situation.

## Business Enablers and Technical Skills

- Complete tasks to agreed budgets, timeframes and standards without guidance and contribute to the allocation of responsibilities and resources to ensure achievement of team goals;
- Understand the team/ unit objectives and responds proactively to changing circumstances and adjust plans and schedules when necessary;
- Identify issues that may impact on task completion and provides appropriate solutions;
- Understand delegations and act within authority levels;
- Exercise fiscally responsible behaviour and remain up to date with financial delegation processes;
- Support system improvement initiatives and embrace new technologies;



- Purchase under delegation and comply with procedures;

### **Team Work**

- Recognise and acknowledge individual/ team performance;
- Monitor and use resources responsibly to achieve team objectives;
- Accommodate changing priorities and respond flexibly to uncertainty and ambiguity.

## **QUALIFICATIONS**

### **Essential**

- Certificate IV in business, accounting or a related field or demonstrated solid contemporary experience in a similar role ,combined with ongoing professional development;

## **EXPERIENCE**

- Demonstrated experience in an Accounts Payable role in a medium to large organisation;
- Previous experience with accounting software packages/ERP;
- High level of accuracy with a focus on attention to detail;
- Proven ability to engage and communicate effectively with stakeholders;
- Sound level knowledge of relevant Acts including Building and Construction Industry Security of Payment Act, 1999 and the Goods and Services Act, 1999



## Key Relationships

Internal	External
Section Managers/Team Leaders	Members of the Public/residents/ratepayers
Other Council employees (not including direct reports)	Commercial/industrial/development representatives (e.g. Vendors, builders, clients)
	Community Organisations – service clubs etc.
	Consultants, solicitors and other professionals
	State and Federal Government Agencies
	Local Businesses

