

## Position Description

<b>Position Title:</b>	Administration Assistant - Accounts Payable
<b>Directorate:</b>	Governance
<b>Service Unit:</b>	Finance
<b>Salary Point:</b>	6
<b>Position Reports To:</b>	Purchasing & Accounts Payable Team Leader
<b>Staff Management:</b>	Responsible for own work only
<b>Budget Responsibility:</b>	Nil
<b>Date PD Reviewed:</b>	September 2019

### Organisation Context of Position

City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. Newcastle has a population of 161,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, CN has a variety of locations across the City and encompasses five groups who lead the vision to be a Smart Sustainable City through a Smart Organisation that puts people first. These include:

- Governance
- Strategy and Engagement
- City Wide Services
- Infrastructure and Property
- People & Culture

The purpose of the Governance Directorate is to provide legal compliance and advice to inform evidence-based decision making throughout and across CN including:

- Legal compliance, good governance and ethical decision making
- The Directorate is primarily internal facing to effect regulatory and compliance advice across and on behalf of CN through internal services to all service units.
- The Directorate will also have direct community contact through the Regulatory, Planning & Assessment functions and customer/Councillor requests for information and advice.
- The direct customer is CN through good governance across the organisation however, service provision must also be maintained to relevant external agencies.
- Ensure cross functional working relationships, connections and collaboration to achieve 'whole of organisation' objectives.

The Service Units and Elements that form the Governance Directorate are:

- Finance
- Legal
- Regulatory, Planning & Assessment
- Transport, Traffic and Compliance

### Workplace Health & Safety

<b>WHS RAA Level</b>	6
For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.	

## Position Responsibilities

- Effectively control CN's payment of legal obligations to creditors.
- To assist the team leader to implement the Accounts Payable goals and objectives in an efficient and customer responsive manner.
- Provide a high quality, accurate administrative Accounts Payable service.
- Part of an effective, customer focused, motivated and competitive team.
- Ensure creditors payments are paid in an accurate and timely manner, satisfying organisational KPI's and adhering to CN policy and procedures, local government legislation and relevant state and federal government laws (i.e. GST).
- Maintain confidentiality in respect of payments to creditors (particularly those in relation to Insurance and Workers Compensation).
- Prioritise work to achieve KPI's.
- To have a professional approach in the resolution of Accounts Payable queries and complaints with internal and external customers.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

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## Position Selection Criteria

### Essential

- High level communication (written and oral) and interpersonal skills.
- Experience in computerised Accounts Payable System.
- Well-developed time management and organisational skills.
- Adheres to and strives for meeting deadlines and achieving performance targets.
- Demonstrated experience and solid understanding of Accounts Payable administration.
- Understanding of current tax laws, including regulations in relation to the GST.
- Computer literacy in Microsoft Office including Microsoft Excel.
- Ability to work independently or in a team environment.
- Ability to adapt to changing priorities and to work under pressure.
- Understanding of workplace and WH&S requirements.

### Desirable

- Knowledge in the One Council Financial system.
- Understanding of Local Government regulations and structures, work practices and operational activities.
- Current Class C Driver's Licence.