

POSITION DESCRIPTION

Position Title:	Accounts Payable
Reports To:	Accounts Payable Team Leader
Supervising:	N/A
Liaises With:	All staff, residents, clients, and suppliers
Location:	Head Office 136 Mt Alexander Road Flemington, VIC 3031
Classification:	Wintringham EBA
Hours:	Permanent Full Time (38 hours per week)

Program Description:

Wintringham's Head Office is the corporate centre for the company. Located in Flemington, this dynamic team provides the strategic direction and support services for Wintringham's residential, housing and Community Care developments.

The objectives of the position are:

- To ensure the timely management of Wintringham's accounts payable obligations.
- Participate in the processing of financial transactions at Wintringham.
- To ensure that all work practices are consistent with Wintringham's philosophy.
- To ensure the timely and accurate production of financial reports.
- To assist in various administrative processes in Wintringham's finance area.

Responsibilities/Duties:

- To ensure confidentiality is maintained at all times.
- Prepare and process invoices to the accounts payable module.
- Payment of outstanding creditors within credit terms.
- Resolving enquiries with creditors and liaising with Program Managers in relation to these enquiries.
- Cost allocations in accordance with Program Managers instructions and annual budgets.
- Maintain cost allocation spreadsheets.
- Reconciliation of accounts payable statements.
- Assist in the production of financial information in a timely manner.
- Participate in monthly processing and reporting timetables, including processing of journals and supporting data.



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- Have a good understanding of word processing functions to enable the production of memorandums and letters.
- Duties as directed by the Accounts Payable Team Leader from time to time.
- You will be aware of relevant legislative standards and guidelines inclusive of GST legislation.
- To proactively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.
- Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.

Health & Safety Responsibilities:

You have the following responsibilities under the OHS Act 2004.

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.

Skills/Experience:

Essential

- A commitment to providing excellent service to Program Managers and all third parties.
- Computer literacy.
- Experience with Microsoft applications. Eg Excel, Word, Outlook.
- Experience in co-ordinating and prioritising tasks.
- An understanding of accounting procedures.
- Ability to work to and meet tight deadlines.

Desirable

- Certificate in Accounting.
- Capable of working semi-autonomously.
- On the job experience.
- Able to work with substantial level of accountability.
- Ability to work as part of a team.

Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.



POSITION DESCRIPTION

Wintringham is an equal opportunity employer.

I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.

EMPLOYEE'S NAME _____

SIGNED _____ DATE _____

