



# ACCOUNTS PAYABLE COORDINATOR

## POSITION PROFILE

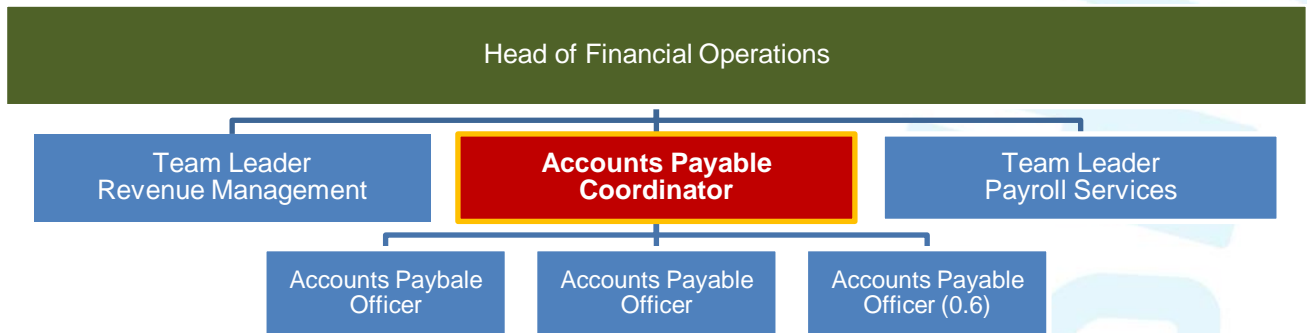
Division	Corporate Support	Status	Permanent, Full Time
Unit	Financial Services	Salary Grade	Grade 9
Reports to	Head of Financial Operations	Reviewed	June 2022

## POSITION PURPOSE

The role will:

- Ensure that all accounts payable transactions are processed in an accurate and timely manner in line with relevant policies, processes and procedures and delegated authority limits.
- Provide individual training, motivation and leadership to the Accounts Payable Officers in the accounts payable team in order to create a focused, engaged and high-performance culture.
- Ensure the integrity of Council's Supplier Masterfile is maintained to the highest standard by implementing a continual regime of maintenance and control.
- Manage the resolution of vendor issues, systems issues and the provision of system and training support.
- Ensure Council's compliance with the *A New Tax System (Goods and Services Tax) Act 1999* in relation to all accounts payable matters.
- Effectively manage Council's portfolio of Corporate Credit Cards
- Assist with the continual implementation of and compliance with Council's policies in particular *Procurement Policy* and the *Fraud and Corruption Prevention Policy*.
- Manage all internal and external auditing reporting requirements related to the accounts payable function.
- Undertake all month end and year end reconciliations, reporting and processing requirements that related to the accounts payable function.
- At any time, undertake the duties of an Accounts Payable Officer when accounts payable resources and workload volumes are at critical levels.
- Participate as a member of the Finance Leadership Group through contributions to effective strategy formulation, people leadership, talent management and succession planning.
- Act as the Head of Financial Operations and perform other duties as required.

## FINANCIAL OPERATIONS STRUCTURE



## SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"><li>You will have tertiary qualifications in a relevant discipline and/or demonstrated experience leading an accounts payable function in a large and complex organisation.</li></ul>
	Essential	<ul style="list-style-type: none"><li>You will have superior organisational and communication skills with the ability to assist teams manage their competing priorities to meet critical deadlines.</li><li>You will have demonstrated ability to understand internal controls and the application of these controls to a variety of business requirements.</li><li>You will have a demonstrated ability to understand taxation principles, particularly GST, and how these apply to the accounts payable function.</li><li>You will have a high level of attention to detail.</li><li>You will have experience working with large ERP and expense management systems.</li><li>You have the demonstrated technical skills and experience required to perform the role successfully.</li></ul>
	Desirable	<ul style="list-style-type: none"><li>You may have experience with TechnologyOne.</li></ul>

## CORE CAPABILITIES

### Attributes

- **Decision making:** Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them.
- **Goals oriented:** Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them
- **Critical thinking:** Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.
- **Communication skills:** able to articulate complex and technical matters in simple terms.
- **People skills:** empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.
- **Team focussed:** Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues

## OUR VALUES



### Behaviours

- **Collaborate** - be open and welcoming, genuinely connect to others, include others, work together as one
- **Achieve** - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day
- **Respect** – be honest and trustworthy, do what you say you will put yourself in the other person's shoes, listen to what's important to others
- **Evolve** – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker

## CORPORATE OBLIGATIONS

<b>Employees</b>	There are currently 3 employees who report directly to this position. These employees occupy 2.6 full time equivalent permanent positions.
<b>Delegations</b>	Authority to operate within the Delegations attached to the position.
<b>Risk Management</b>	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
<b>Financial Accountability</b>	Responsible for supporting the management of financial transactions for the organisation, as required. In undertaking these duties, you are placed in a position of trust and must abide by Council's Code of Conduct at all times. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate, relevant external agencies may be notified.
<b>Workplace Health and Safety</b>	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.
<b>Code of Conduct</b>	All employees are responsible for adhering to Council's Code of Conduct and the policies and procedures that support it
<b>Workplace Behaviour &amp; EEO</b>	All activities must comply with Council's Workplace Behaviour Guidelines.
<b>Enterprise Content Management</b>	Comply with Council's Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council's records management system and proper custodianship of records to ensure against loss, removal or destruction
<b>Continuous Improvement</b>	Identify obsolete and inefficient practices and recommend changes where appropriate
<b>Customer Focus</b>	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery
<b>Procurement</b>	Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement