**Finance & Commercial Services**

**Reporting to Financial Accounting Manager**

## Position Purpose

Responsible for the timely, accurate and efficient processing of vendor invoices for accounts payable and the payment of WaterNSW’s creditors. Provide advice for WaterNSW Accounts Payable processes and procedures. Maintenance and administration of WaterNSW purchase cards and put safety first.

## Key Accountabilities

1. **Safety:** ensure all activities are undertaken with the safety of our people as the number one priority and always role model safe behaviour.
2. **Values:** behave and make decisions in accordance with the WaterNSW Values at all times.
3. Review, process and pay vendor invoices within the required timeframes ensuring they meet auditing, taxation, contract, vendor payment terms and WaterNSW requirements.
4. Facilitate and reconcile weekly payment runs to creditors, including cash flow monitoring.
5. Ensure the accurate processing of invoices including GST and ABN compliance.
6. Ensure WaterNSW compliance with audit processes, GST and tax legislation.
7. Maintain highly efficient, accurate, professional and timely communication with external and internal customers with day to day accounts payable inquiries.
8. Maintain accurate financial records including month end reporting.
9. Respond to accounts payable incoming correspondence and enquiries received by phone, mail and email.
10. Support routine upgrades and maintenance to finance system including participating in UAT.
11. Monitor the bank account for rejected EFT’s, refunds, payment file accuracy and ensure funds are available for payments.

## Key Challenges

* Ability to work under pressure with conflicting deadlines and competing priorities due to high volume environment whilst ensuring accuracy, attention to detail and compliance.

## Significant Internal Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| WaterNSW employees | Daily interactions with WaterNSW staff:   * to ensure invoices are actioned for payment; and * enquiries relating to invoices & payments. |
| Financial Controller | Provide high quality Accounts Payable processing and support |

## Significant External Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| Vendors | Liaise with vendors to ensure their payments and enquiries are actioned in a timely manner |

## Delegations, Financial Accountabilities & Freedom to Act

As defined in the WaterNSW Financial Delegations as varied from time to time.

## WaterNSW Leadership & Performance Competencies

|  |  |  |
| --- | --- | --- |
| People | Level |  |
| Communicating with Influence | B | * Tailors communication to suit the audience and uses a range of influencing techniques to build support * Supports messages with relevant examples, demonstrations and stories * Communicates issues clearly with different audiences * Handles challenging questions confidently and constructively |
| Awareness and Personal Resilience | A | * Recognises own emotions and their effects, and is always aware of own response to pressure and change * Uses effective strategies to stay calm and composed under pressure * Continuously demonstrates personal integrity, honesty and sincerity * Recognises when to ask for support when under stress |
| Managing Change | A | * Maintains a positive attitude during times of change * Works effectively even when faced with disruption and uncertainty * Supports others during times of change |

|  |  |  |
| --- | --- | --- |
| Customer | Level |  |
| Customer & Service Responsiveness | B | * Seeks to deeply understand customers and their needs * Takes responsibility for meeting customers’ needs and resolving escalated customer issues * Establish project plans to deliver quality services * Suggests improvements to deliver a better customer experience * Expands and uses professional and business knowledge to meet customer needs |

|  |  |  |
| --- | --- | --- |
| Business | Level |  |
| Continuous Improvement | A | * Uses appropriate questioning techniques to understand the underlying issue for a customer * Takes responsibility for delivering on promises made * Takes responsibility to resolve or escalate customer issues * Understands own and teams impact on the customer and services provided |
| Planning and Delivering Results | B | * Manages expectations and accepts accountability for deadlines, budget and outcomes * Delivers consistently to plans and focuses on the achievement of results despite obstacles * Implements quality assurance practices to ensure projects and activities are delivered to required standards. * Initiates action without prompting |

## Technical Competencies

|  |  |  |
| --- | --- | --- |
| Competency | Level |  |
|  |  |  |

## Mandatory Candidate Requirements

**Qualifications:**

* Formal qualifications not required, but at least 2 years’ experience in an Accounts Payable role is essential.
* Current NSW Drivers Licence

**Knowledge:**

* Demonstrated understanding of GST and tax legislation.
* MS office products

**Experience:**

* Accurate data entry skills.
* Prior experience in an Accounts Payable role.
* Demonstrated commitment to customer Service excellence.
* Experience using Enterprise Resource Planning (ERP) system.

## Favourable Candidate Requirements

* Prior accounts payable experience within a large organisation.
* Experience using Dynamics 365 and SAP Concur
* Knowledge of WaterNSW Accounts Payable systems, standards, policies and procedures
* Financial chart-of-accounts structure (ledgers) and financial processing (entries)
* Intermediate Microsoft Excel skills

## Pre-Employment Checks Required

* Identification
* Qualifications
* Drivers Licence
* Pre-employment Medical – Office based
* Police Check