



Position Details

Title:	Accounts Payable
Classification:	Band 5
Position Number:	
Business Unit:	Finance
Reports to:	Finance Coordinator

Key Objectives

To ensure Council's on-line requisitioning and accounts payable activities are carried out in an efficient and effective manner in compliance with relevant legislation, regulations, codes, policies and accounting standards;

To maintain the on-line requisitioning and accounts payable software module is at all times in strict adherence to Council's Procurement Policy;

To assist with the management of Council Purchase and Store Card systems;

To assist with the maintenance of the Contracts Software module;

To assist with the procurement function to ensure a consistent level of customer service in the procurement/payables functions.

Position Summary:

The Accounts Payable Officer will coordinate the on-line requisitioning and accounts payable functions of Council.

These duties include the deployment and application of Council's Procurement Policy, staff training and development and system user and parameter maintenance.

The position is also required to provide finance and accounting support to staff, reconciliation and preparation of government returns and adherence to accounting standards.

Key Responsibilities

On-line requisitioning & Accounts Payable

- Responsible for the matching of incoming invoices with existing requisitions, orders and contracts for payment;
- Responsible for the reconciliation of Purchase Card and Store Card accounts;
- Carry out training of both new and existing staff in the use of on-line requisitions, orders, general ledger, work orders and other modules within areas of expertise;
- Carryout module management, including ensuring users are appropriately set up to reflect their delegated authority under Council's Procurement Policy;
- Coordinate regular and adhoc payments runs, completed in a timely manner whilst minimising cash flows and use of creditor terms;
- Completion of credit applications to enable the efficient procurement of goods and services;
- Assist to develop and maintain accurate contract and contractor recording and monitoring systems;
- Respond to customer enquiries.

General Finance

- Assist with the monitoring of cash flows, investment of surplus funds and loan portfolio management;
- Assist in the preparation and monitoring of budgets, budget reviews and the preparation of periodic finance reports, including preparation and monitoring of utility databases.
- Assist with GST calculations, including preparation of lodgement of Business Activity Statements,
- Assist in the preparation of grant applications, acquittals and surveys on a regular and timely basis;
- Responsible for the preparation of relevant accruals at year end in accordance with accounting standards;
- Maintenance of the Unclaimed Monies Register and associated returns and activities.

Innovation & Efficiency

- Constantly monitor and research innovative ways to improve Council's procurement and payables functions utilising tools such as e-tendering and other on-line resources;
- Actively seek out opportunities to maintain currency in industry issues and adapt models to Best Practice to improve the efficiency of the service.

Other Duties

- Work with the Procurement Officer to carry out internal audits of purchases and payments and document/resolve unclear purchases

Accountability & Extent of Authority

- Commit to and adhere with Council's Child Safe Requirements;
- Responsible for coordinating the on-line requisition and accounts payable functions in accordance with Council's Procurement Policy
- Responsible for ensuring work is completed in a timely, accurate and thorough manner;
- Provide specialist advice to internal and external stakeholders in relation to procurement and purchasing processes of Council
- Expected to identify and implement improvements to reporting and monitoring systems where appropriate;
- Responsible for ensuring organisational compliance with all relevant codes, regulations and legislations;
- Freedom to act is set by clear objectives and/or budgets, with frequent consultation and regular reporting.

Judgement and Decision Making

- Required to undertake such duties as necessary within scope of responsibility, to ensure the effective operation of the functions of the Unit;
- May be required to make judgements and decisions in accordance within legislation and policy parameters and professional knowledge or experience;
- Guidance and advice are usually available from within the Organisation, and within time available to make a choice;
- Required to ensure a high level of confidentiality of information.

Specialist Skills and Knowledge

- Knowledge of accounts payable procedures;
- Basic working knowledge of accounting standards;
- A sound understanding of, and appreciation and commitment to Council's Procurement Policy;
- Capacity to understand and interpret various legislations and regulations;
- Knowledge of the range of services provided by Council and the wider goals of the Organisation;
- Well-developed database, spreadsheet and general computer skills;

- Working knowledge of a corporate information system would be an advantage;
- Demonstrated ability to prepare clear and concise reports;
- Excellent customer service and public relations skills.

Management Skills

- Ability to effectively plan, organise and manage time and set priorities for him/herself and others, to achieve set objectives within available resources and timeframes;
- Ability to conduct audits and report findings to the appropriate line of command
- Ability to work without supervision and to demonstrate initiative;
- Ability to analyse options and make logical decisions;
- Highly developed organisational skills;
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for his or her own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act;
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare;
 - Contribute to OHS consultation processes;
 - Prompt reporting of hazards and incidents;

Inter-personal skills

- Ability to liaise with other Council staff, customers and other bodies in a positive manner, to convey information, exchange views, and resolve problems;
- Ability to train & develop other staff in the use of computer systems;
- Well-developed communication and interpersonal skills;
- Able to work harmoniously in a team environment, and to adopt a team approach to work practices;
- Ability to exercise discretion, and maintain confidentiality.
- Liaise with counterparts in other organisations to maintain networks and knowledge.

Compliance with Legislation and Policies

Adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures;
- Southern Grampians Shire Council Staff Code of Conduct;
- Privacy and Data Protection Act 2014 (Vic);

- Equal Opportunity Act 2010 (Vic);
 - Occupational Health and Safety Act 2004 (Vic);
 - Government/Industry Codes of Conduct;
 - The Southern Grampians Shire Council Enterprise Agreement; and
 - The Municipal Emergency Management Plan.
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community;
 - Responsible for ensuring the security of Council's assets under the Officer's control;
 - Responsible for ensuring compliance with the requirements of the Occupational Health and Safety Act 2004 (Vic), Council's Health and Safety management programs and for ensuring, as far as practicable, safe working practices for all staff.

Qualifications/Experience

- Tertiary qualifications in a relevant discipline are desirable;
- Knowledge and understanding of the principles of accounting standards is desirable;
- Demonstrated experience and skill in liaising with management, employees and the public in a collaborative and professional manner;
- Demonstrated experience in both financial and administrative functions, including well developed database, spreadsheet and computer skills;
- Current Victorian Driver's Licence.

Key Selection Criteria

The employee will demonstrate the following:

Functional Competencies (Technical)

- ✓ Relevant qualifications and/or experience in a finance environment;
- ✓ High level of accuracy with numerical operations and keen reconciliation skills;
- ✓ Proficiency in financial and general administration duties, including computer operations;
- ✓ Demonstrated ability to plan, manage own time and achieve set objectives;
- ✓ Ability to undertake audits within the contracts, procurement & payables functions;
- ✓ Ability to plan and carry out training sessions for other staff;
- ✓ Ability to grasp the concepts of user security management in software systems and the importance of strict adherence to policy;
- ✓ Knowledge of relevant legislation.
- ✓ May require current working with children check.

Personal Competencies (Behaviours)

- ✓ Demonstrated problem-solving skills, including the ability to analyse statistics and plan preventative actions;
- ✓ Ability to look for innovative solutions to new problems and critically evaluate/change existing processes;
- ✓ Ability to embrace and promote change in challenging environments;
- ✓ Good Communication and people skills
- ✓ Ability to gain cooperation and assistance from other employees and external stakeholders.
- ✓ Ability to remain pleasant and courteous at all times even when dealing with difficult people.
- ✓ Ability to deal discreetly and tactfully with confidential and sensitive matters
- ✓ Well-developed written and verbal communication skills, including the ability to gain cooperation from others, and to work harmoniously in a team environment.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Date: _____

Date: _____