

Form Position Description

ABN 63 954 974 254
ICN 2256



JOB TITLE **Finance Officer – Accounts Payable**

REVIEW DATE **30/11/2017**

REPORTS TO **Central Services Manager**

POSITION DESCRIPTION

Position purpose ***Responsible for carrying out financial duties in relation to accounts payable for the Corporation.***

Main tasks Core objectives include:

- Bank statement reconciliations
- Coding and allocations to various cost centres and branches
- Ensure invoices are approved by the appropriate parties prior to processing payment
- Enter all invoices / credits
- File all financial related documentation
- Maintain creditor relationships and addressing creditor queries in a timely and effective manner
- Management of invoice discrepancies (either autonomously or escalating as required)
- Credit card reconciliations
- Matching invoices to purchase orders
- Processing payments to creditors on a weekly basis
- Reconciliation of bank accounts
- Relief reception duties as required

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications • Certificate IV Financial Services (Accounting) or higher

Experience • Demonstrated experience in a similar role (minimum 2 years)
• Demonstrated analytical and time management skills
• Demonstrated computer literacy in Microsoft Office Suite
• Demonstrated experience in SAP Business One (desirable)
• Demonstrated verbal and written communication skills

Knowledge • Demonstrated knowledge, understanding of and commitment to the principles of Equal Opportunity and Occupational Health and Safety

- Skills & competencies**
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
 - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
 - **Teamwork:** willingness to assist and support others as required and work alongside team members in a professional and positive environment.
 - **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.
- Personal attributes**
- Professional approach
 - Ability to work under pressure
 - Organisational and time management skills
 - Excellent attention to detail
 - Strong data entry skills
 - Confident manner
 - Positive approach to change
- Other**
- Current National Police Clearance (essential)
 - Pre-employment medical including drug and alcohol screen (essential)
 - Current 'C' class drivers licence

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date