

# Position Description



<b>Job title</b>	Accounts Payable Officer
<b>Department</b>	Finance
<b>Reports to</b>	Manager – Finance
<b>Date prepared/reviewed</b>	November 2019
<b>Location</b>	Inner City Hub (ICH)
<b>Position Details</b>	Permanent Full Time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

## Position Objective

Brief summary of position's purpose

The role of the Accounts Payable Officer is responsible for ensuring that Uniting WA controls its creditors activities in an appropriate manner, i.e. payments are made on time to the right people for the right amounts.

## Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

**Imaginative** – We challenge convention, explore new possibilities, and dare to dream for a better future

**Respectful** – We act with honesty and integrity, and open our hearts to all people without exception

**Compassionate** – We are nurturing, generous and thoughtful in our words and deeds

**Bold** – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

## Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Performance Management System annually.

- Ensure that Uniting WA systems contain appropriate static information in respect to creditors e.g. bank account details and key point of contact
- Ensure that debtor statement received from Uniting WA creditors align with our understanding of the amount owed
- Ensure that all invoices are loaded into Uniting WA's systems, with appropriate coding, in an accurate and timely manner
- Ensure that these invoices have been approved within Uniting WA's delegation rules
- Ensure that creditors are paid on time, for the right amount, and to the right account. This infers preparation of cheques/EFT/BPays in accordance with established procedures. Ensuring payments are appropriate approved
- Ensure that appropriate conversations are held as required with creditors so that relationships are maintained at a pro-active and professional standard
- Ensure that pro-active solutions are found with Uniting WA staff members in respect to payment arrangement issues that might be impacting on business delivery
- Ensure that financial tasks are suitable attended to, i.e. the Finance areas performs the following:
  - Files finance documents (electronic or hard copy, depending on requirements as required,
  - Retrieves filed materials as requested
  - Establishes temporary and permanent files, labels file covers and containers with correct codes or names, places document on files and then files in storage
  - Checks completed forms for completeness, accuracy, and compliance with established requirements
  - Compiles tables, charts, spreadsheets and graphs or source materials and calculations as requested
- Any other duties that may arise from time to time which fall within the parameters of this role and within the level of skills, competency, and training of the incumbent.

## Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

## Competencies

The knowledge and soft skill requirements necessary for this position.

- Detailed knowledge of transactional accounting principles and processes
- High level of competency with Microsoft Office
- Familiar with not for profit sector would be desirable
- Familiar with Technology One computer system and processes would be desirable.

## Qualifications

Education, experience, and technical skills required for this position.

- Experience in a similar role
- Experience working in a not for profit environment would be desirable
- Strong knowledge of Accounts Payable processes
- Must have the ability to understand Uniting WA's business and to interpret and direct transactional accounting activity based on this understanding
- Must have core ability to understand and work with the processes associated with Uniting WA Accounts payable and Financial Administration Functions
- Must be able to communicate in a manner consistent with the level of the position and the Uniting Care West's community standing
- Current National Police Clearance
- Current "C" Class Driver's Licence.

## Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position.