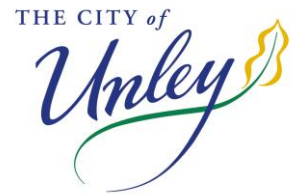


POSITION DESCRIPTION

CORPORATION OF THE CITY OF UNLEY



1. JOB IDENTIFICATION:

Title of Position: FINANCE OFFICER – ACCOUNTS PAYABLE
Business Unit: FINANCE AND PROCUREMENT
Reports to: TEAM LEADER – FINANCIAL ACCOUNTING
Classification: MOA 3

2. POSITION OBJECTIVES:

- Contribute to Council's expenditure management by accurately and efficiently controlling and processing activities associated with the Accounts Payable (AP) function.
- Provide information and support to internal and external customers in the provision of AP related information.
- Undertake a range of general administrative duties including finance customer enquiries.

3. KEY RESPONSIBILITIES:

Accounts Payable Processing

- Establish and maintain creditor accounts within the AP Masterfile.
- Create invoice records, attach invoice pdf's and workflow to users.
- Format and process bulk electronic data from suppliers and upload into the system.
- Prepare EFT payments to creditors.
- Reconcile creditor statements to subsidiary ledger.

Reporting & Monitoring

- Monitor purchase commitments and produce outstanding purchase order reports for distribution.
- Monitor invoice workflows within the procure to pay process and escalate where necessary.

Customer Service & Support

- Respond to AP enquiries in a timely manner.
- Assist Business Unit members with administrative duties as required.

Compliance & Records

- Prepare and record entertainment details for FBT compliance.
- Comply with records management policies for all records created and received.



Better Together



Be Progressive



Strive for Excellence

Other Duties

- Maintain Finance Team stationery supplies.
- Demonstrate and support the City of Unley's values when working with others and the community.
- Undertake other duties associated with the position as required.

Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

Key WHS Responsibilities:

- Actively support and contribute to the City of Unley's effective safety culture.
- Identify and report health and safety hazards, accidents, incidents, injuries and property damage within the workplace.
- Taking reasonable care to ensure their own safety and not placing others at risk, including appropriate use of equipment and PPE.
- Complying with the requirements of the City of Unley's WHS management system.
- Attending WHS training and following instructions and advice provided.

SAFE ENVIRONMENT:

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

EQUAL OPPORTUNITY EMPLOYMENT

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

OUR VALUES





Better Together

Looks like ...

- Everyone matters
- Embrace diversity and difference
- Work as a team
- Collaborate with others
- Show care and support
- Share information and share the load
- Celebrate the wins, and the effort to get there



Be Progressive

Looks like ...

- Adapt, experiment and try new ways
- Be agile, open and take the right risks
- Seek new information & perspectives
- Learn and grow
- Embrace challenge and take action
- Shape the future



Strive for Excellence

Looks like ...

- Deliver our best work
- Set the benchmark high
- Be the best at getting better
- Reflect, evaluate and measure
- Achieve outstanding results
- Have pride in working for local government

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications/Experience

Essential

- Relevant tertiary qualifications in accounting, finance, business and/or extensive experience in accounts payable or financial administration.
- Considerable experience in managing purchase orders in an electronic environment.
- Strong understanding of internal financial controls and audit compliance requirements relevant to the AP function.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Desirable

- Certificate IV in Accounting and Bookkeeping or similar qualifications.
- Experience with Local Government or public sector finance.

b) Knowledge

Essential

- Detailed knowledge of AP and accounting office functions.
- Detailed knowledge of the GST and how it applies to goods and services supplied to Council.
- Basic knowledge of FBT legislation and how it applies to goods and services supplied to Council.

c) Skills

Essential

- Proficiency in Microsoft Office Suite, particularly Excel and Outlook.
- Demonstrated ability to apply accounting principles and practices effectively, including interpreting and implementing financial policies and procedures.
- Strong written and verbal communication skills, with a focus on delivering excellent customer service and resolving enquiries professionally.
- High level of numeracy, accuracy, and attention to detail in financial data entry and reconciliation.
- Effective time management and organisational skills, with the ability to meet deadlines within financial reporting cycles.

Desirable

- Experience using Technology One CiA, specifically the Accounts Payable module.

d) Personal Attributes

Essential

- Proven commitment to delivering high-quality customer service, with the ability to build strong working relationships and communicate effectively with staff and stakeholders at all levels.
- Demonstrate initiative and a pro-active approach to problem solving.
- Maintain confidentiality and exercise sound judgement in handling sensitive financial information.

e) Responsibilities

- Timely and accurate delivery of accounts payable services in line with Council policies and financial timelines.

By signing this position description, the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent:

Date:

Manager:

Date: