

Position Description

Accounts Payable Officer

Position Title:	Finance Officer (Accounts Payable)	Directorate:	Community & Corporate Services
Position Number:	100310	Department:	Finance & Customer Services
Employment Status:	Part-Time (28 hours per week)	Position Type:	Indoor
Employment Type:	Maximum Term (to 31 January 2027)	Location:	374 Main Road, Glenorchy
Classification Structure:	Grade 2		
Reports to:	Accounts Team Leader		

PRIMARY PURPOSE:

This position is responsible for processing and paying Accounts Payable invoices and processing Corporate Purchasing Card transactions. Interdependent with the accounts payable and corporate purchasing card responsibilities is to ensure there is compliance with all relevant policies, directives and fraud detection controls.

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **Accounts Payable Officer** reports to the **Accounts Team Leader** for all operational and management matters.
- The role is a key contributor to the Finance Team and will liaise with the Chief Executive Officer, Directors, Managers, Coordinators and all other employees of Council.

2. External:

- The role will liaise with external stakeholders predominantly suppliers, service providers and contractors.

Accountabilities And Responsibilities

Operational / Job Specific	<ul style="list-style-type: none"> ▪ Enter invoices. ▪ Reconcile supplier statements. ▪ Check & action incoming emails. ▪ Distribute invoices out for review and approval. ▪ Manage the Corporate Purchasing Card function. ▪ Create and maintain suppliers. ▪ Coordinate payments to suppliers. ▪ Monitor purchase orders. ▪ Maintain fraud control software. ▪ Reconciliations. ▪ Manage superannuation payments for contractors.
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	<ul style="list-style-type: none"> ▪ Assist with bank statement processing. ▪ Attend to supplier enquires. ▪ New staff training. ▪ Assist with audit queries
Team Work and Collaboration	<ul style="list-style-type: none"> ▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability. ▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. ▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. ▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. ▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. ▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks. ▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication ▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.
Customer Service	<ul style="list-style-type: none"> ▪ Represent the Council in a professional and positive manner ▪ Ensure that a high standard of customer service is maintained to both internal and external customers. ▪ Identify and contribute to opportunities for continuous improvement in service delivery.
Organisational Responsibilities	<ul style="list-style-type: none"> ▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives. ▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard. ▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations. ▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees. ▪ Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery. ▪ This role may require reasonable after-hours activities and overtime when required by business needs.
Governance, Risk and Compliance	<ul style="list-style-type: none"> ▪ Undertake all activities in accordance with Council’s code of conduct, values, policies, procedures, delegations and legal obligations. ▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices.

	<ul style="list-style-type: none"> ▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements. ▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements. ▪ Proactively identify areas of non-compliance and support the implementation of corrective actions. ▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks. ▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed. ▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.
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Key Selection Criteria	
Essential Qualifications	<ul style="list-style-type: none"> ▪ A minimum two years experience in an accounts payable role.
Desirable	<ul style="list-style-type: none"> ▪ A post tertiary qualification in a finance related field.
Licences	<ul style="list-style-type: none"> ▪ Current registration to work with vulnerable people (RWVP) ▪ Drivers Licence (preferred but not essential)
Skills and Experience	<ul style="list-style-type: none"> ▪ Experience in the accounts payable function. ▪ A broad understanding of reporting requirements as it relates to accounts payable. ▪ Demonstrated knowledge and understanding of computer systems which includes the ability to update computerised databases. ▪ Demonstrated high level of time management and organisational skills. ▪ Demonstrated ability to act in a professional manner and adhere to Council's values and behaviours. ▪ Demonstrated ability to communicate effectively with people at all levels of the organisation. ▪ Ability to be courteous, sensitive and have a professional approach in dealing with stakeholders. ▪ Exceptional attention to detail with the ability to prepare, review, and manage documentation and data. ▪ The ability to maintain compliance and confidentiality. ▪ Excellent interpersonal skills and a proactive, positive approach. ▪ Ability to build and maintain effective working relationships. ▪ Strong organisational, multitasking, and time management abilities.

Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

Our Values



WE RESPECT EACH OTHER

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters



WE ARE TRUSTED

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn



TOGETHER WE ARE BETTER

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge



WE DELIVER

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

WE FOSTER AND MODEL A CULTURE WHERE:

We **RESPECT** others and their viewpoints as being as important as our own

We trust and are **TRUSTED** by each other

We know that by working **TOGETHER** we achieve better outcomes

We take personal responsibility, and together we **DELIVER** for our community

ACKNOWLEDGEMENT:

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	