

Job Title & Position Number: Finance Officer – Accounts Payable (Ref: 1160)

Level: 3/4

Line Manager: Financial Accountant

Direct Reports: Nil

Location: Civic Centre

Date Reviewed: November 2024

1. Job Purpose

The position of Finance Officer – Accounts Payable is responsible for the correct and timely processing and payment of the City's accounts.

2. Organisational Context

The position of Finance Officer is part of the Treasury and Finance branch within the Corporate Services Department. In total, seven (7) branches report to the Corporate Services Director. Other branches include Corporate Compliance, Communications, Geraldton Airport, ICT Services, ERP & Cybersecurity, and People Safety & Wellbeing.

3. Key Accountabilities

- Responsible for end-to-end accounts payable processing for the City, ensuring all payments are made in a timely manner and in accordance with the Local Government Act 1995, associated Regulations and Council Policies.
- Manage the Accounts Payable email inbox and ensure invoices are processed in a timely manner.
- Maintain the creditors' database, creation of new suppliers and amendments to existing suppliers.
- Liaise with staff for the verification, recording and payment of creditors.
- Liaise with suppliers to resolve emergent issues.
- Ensure all Accounts Payable procedures are reviewed and kept up to date.
- Monthly reconciliation of credit card and supplier statements.
- Prepare monthly council reports.
- Demonstrate a high level of flexibility in providing support and assistance in a proactive manner to all other functions within the accounting services team as and when required.

- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliant with OH&S legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation including but not limited to any form of workplace discrimination, harassment, victimisation and bullying and fraud and corruption, while ensuring compliance with the City’s Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City’s Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City’s strategic objectives as required.
- **Values** - create a positive working environment while upholding the City’s STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • <i>We will make customers the focus of everything we do.</i> • <i>Our service will be fair, flexible, innovative and reliable.</i> • <i>We will show genuine concern for customers.</i>
<p>TRUST</p> <ul style="list-style-type: none"> • <i>We will trust the foundation of all relationships.</i> • <i>We will rely and depend on each other.</i> • <i>Our communications will be open and genuine.</i>
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • <i>We will honour our commitments.</i> • <i>We will take responsibility for our own actions.</i> • <i>We won’t blame others.</i> • <i>We will hold each other accountable for our actions and behaviours.</i>
<p>RESPECT</p> <ul style="list-style-type: none"> • <i>We will treat others like we would like to be treated.</i> • <i>We will listen before we talk.</i>

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| <ul style="list-style-type: none">• <i>We will seek and value the contributions of others.</i> |
| SOLIDARITY <ul style="list-style-type: none">• <i>We will be united in our decisions.</i>• <i>We will be united in our actions.</i>• <i>Our strengths will come from interdependence.</i> |

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- Certificate IV in Accounting and relevant experience or lesser qualifications with significant experience
- National Police Clearance
- Experience in an Accounts Payable role

Knowledge and Skills

- Working knowledge of accounting principles including accounts payable processes
- Sound computer literacy skills with proficiency in a range of IT applications and experience in maintaining databases
- Sound interpersonal, customer service, and communication (both written and verbal) skills
- Effective time management and organisational skills
- Demonstrated ability to work well within a team environment
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles