

Position Description

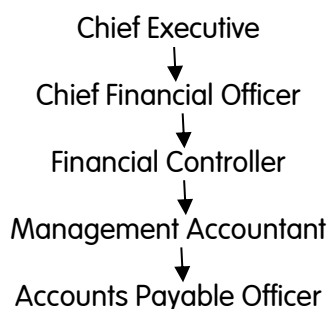
ACCOUNTS PAYABLE OFFICER

Location: Hastings
Department: Finance
Reports to: Management Accountant
Date: October 2020

PURPOSE OF POSITION

- Work closely with the Finance team to provide accurate and timely financial and accounting information.
- Joint responsibility for CU Baywide's Accounts Payable function.
- Assisting if required supporting Finance administrator banking functions.
- Assistance if required with other finance functions
- Be a positive, willing, contributing and adaptable member of the team at all times.

POSITION IN ORGANISATION



KEY RESULT AREAS

KRAs	Standards of Measure/Expectation:
Accounts payable	<ul style="list-style-type: none">• All invoices (including staff expense claims, staff petty cash and branch expenses) are reviewed, sorted, and given to the appropriate manager for approval within the approved delegations framework.• Approved invoices are entered into the system accurately, with appropriate references, and in a timely manner.• Managers are followed up in a timely fashion for outstanding approvals.• Accounts payable payments are prepared and processed within agreed timeframes.• Payments are accurately reconciled.• An analysis of accounts is carried out as required and completed within agreed timeframes.• Any invoice discrepancies are resolved in a timely manner.• All invoices and statements are accurately filed.• Broker payments tracked and clawbacks initiated where appropriate.• Supplier Masterfile changes such as changes in bank account are actioned in a timely manner, with appropriate documentation filed to back up the change.• Timely preparation of insurance reconciliations (Loanminder, Southsure, Funeral plan etc.) and payment. Any discrepancies are followed up and resolved in a timely basis.

KRAs	Standards of Measure/Expectation:
Banking functions	<ul style="list-style-type: none"> • Assist if required with card settlement, ATM & EFTPOS daily reconciliations preparation / actions • Assist if required with TBF reconciliation / actions • Disputed transactions managed and follow up as required • Support other banking functions as required
Other	<ul style="list-style-type: none"> • General Ledger reconciliations (including bank reconciliations) are completed and submitted for review within agreed timeframes (if required) • Assist the Management Accountant and Financial Accountant with the production of timely and accurate internal and external reporting if required. • All tasks are performed in adherence with statutory requirements and Baywide policy. • Health, Safety & Security regulations understood and complied with to ensure hazards are identified and accidents prevented • All other reasonable duties willingly performed as required

PERSON SPECIFICATIONS *(To be used when recruiting only)*

Skills and knowledge required in this position are:

Essential	Desirable
<ul style="list-style-type: none"> • Extensive knowledge of accounts payable systems and processes. 	<ul style="list-style-type: none"> • Interest in banking or finance industry
<ul style="list-style-type: none"> • Knowledge of generally accepted accounting principles. 	<ul style="list-style-type: none"> • Knowledge of relevant payroll legislation
<ul style="list-style-type: none"> • Ability to maintain high levels of detail and accuracy in preparing and entering financial information 	<ul style="list-style-type: none"> • Knowledge of accounting entries and the ability to accurately enter general journal entries
<ul style="list-style-type: none"> • Excellent written and verbal communication skills 	<ul style="list-style-type: none"> • Strong levels of IT literacy
<ul style="list-style-type: none"> • Proactive self starter 	<ul style="list-style-type: none"> • Excel spread sheeting knowledge
<ul style="list-style-type: none"> • Good organisational and planning ability 	
<ul style="list-style-type: none"> • Strong customer service ethic 	
<ul style="list-style-type: none"> • Enjoys fast pace changing environment 	

KEY BEHAVIOURAL COMPETENCIES

The behaviours essential to achieve effective performance in the role are:

Customer Focus

- Identify & understand the needs of members and internal customers
- Give absolute priority to satisfying these needs
- Balance the needs of others with the business need for cost effectiveness

Analytical thinking

- Understand and analyses both simple and complex issues
- Perceive the wider impact of issues on the immediate business environment
- Generate alternative approaches to problems
- Assimilate data and explore options from different perspective's to make effective judgments
- Reach objective conclusions about both people and situations

Drive for Results

- Seek opportunities, take risks and act on decisions made

- Challenge current ways of thinking in a constant search for improvement
- Keep going despite setback, deal with changes in priority, juggle a number of activities and continue to remain effective

Working with People

- Communicate ideas and facts honestly, clearly and persuasively
- Build pro-active relationships with colleagues both internally and externally
- Work effectively in teams, valuing diversity
- Develop and enable others in the team to be strong and independent

Planning and Organising

- Translate strategy into practical action plans – have a bias for action and getting things done
- Run and maintain existing systems and processes effectively
- Identify and manage the best resources to effectively deliver project plans
- Set goals and monitor through details plans to meet agreed deadlines

KEY RELATIONSHIPS

People Management Responsibility:

- Number of Direct Reports: 0
- Number of Indirect Reports: Nil

External contacts

- Suppliers

Internal contacts

- Executive Management
- Financial Controller
- Management Accountant
- Managers
- All CU Baywide Staff

TARGETS

To be set annually in discussion with the Management Accountant