

## Position Description

<b>Position title:</b>	<b>Accounts Payable Officer</b>
<b>Directorate:</b>	Governance
<b>Service Unit:</b>	Finance
<b>Reports to:</b>	Purchasing and Accounts Payable Coordinator
<b>Direct reports:</b>	Nil
<b>Salary point:</b>	SP7
<b>Work location:</b>	Works Depot, Turton Road Waratah
<b>Date revised:</b>	November 2020

### What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

### What's it like working in Finance?

Finance sits within the Governance Directorate at City of Newcastle (CN) and it's our vision to ensure that the financial decisions made at CN are prudent and responsible to safeguard the financial legacy of the City.

We have a large and diverse team responsible for financial management and systems, budgeting, procurement, rating and debt management. Finance is a trusted adviser to the organisation who partners with all areas of CN to balance legislative compliance, service delivery to the community and evidenced based decision making. Finance staff are based between the city administration centre and the works depot but maintain a shared culture of collaboration and diligence. Finance staff are skilled professionals committed to our wellbeing, continuous improvement and offering superior customer service.

### What's the focus of this position?

This position is responsible for providing high quality Accounts Payable services whilst effectively administering CN's payment of legal obligations to creditors.

**What you'll be doing:**

- Provide high quality and accurate administrative Accounts Payable service.
- Promote a professional customer service focus in the resolution of Accounts Payable queries and complaints with internal and external customers.
- Process creditors payments in an accurate and timely manner adhering to CN policy and procedures, local government legislation and relevant state and federal government laws (i.e. ATO GST reporting).
- Administer the review of supplier provided business statement(s) on a monthly basis to ensure CN payments have been completed for supplied goods and services and to recover credits payable to CN.
- Provide and support customer service in respect to Procurement Team functions including, telephone and face-to-face enquiries, the issue of inventory products, the receiving of delivered goods inwards.
- Assist in ordering of concrete, small plant hire and formwork for Civil Works including creation of purchase requisitions.
- Maintain confidentiality in respect of payments to creditors including Insurance and Workers Compensation.
- Assist in building and maintaining a culture of continuous improvement and fostering team harmony through implementing Council's core corporate values.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

**The essentials you'll need:**

- Vocational or Tertiary qualifications in Finance, Business or related discipline or equivalent experience in a related field.
- Demonstrated ability and experience in the provision of high-quality accounts payable administration in a dynamic and diverse work environment.
- Strong experience in using an Accounts Payable System database system with excellent computer literacy skills in the use of Microsoft applications including Word and Excel.
- Sound understanding of current tax laws, including regulations in relation to the GST.
- Excellent interpersonal, written and verbal communication skills with a customer service focus and the ability to liaise and negotiate effectively with a diverse range of stakeholders and build strong and positive working relationships.
- Proven ability to exercise initiative and judgement, to work unsupervised and to maintain confidentiality.
- Excellent time management skills along with a demonstrated ability to prioritise tasks and meet deadlines under tight timeframes.

**Other valuable skills you may have:**

- Knowledge in the T1Cloud Finance and Creditors Module.
- Understanding of Local Government regulations and structures, work practices and operational activities.



**We'll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	