

Job Description

Job details

Job description #	
Title	Senior Accounts Payable Advisor
Business Group	Business Enablement and Support
Job family	
Salary band	A5
Location <i>Home base, city, region</i>	Wellington
Reports to <i>Role title of reporting manager</i>	Mandeep Kaur Team Leader Accounts Payable
Direct reports <i>Number of direct reports</i>	

Organisation Context

Our Purpose	<p>We work together to shape an education system that delivers excellent and equitable outcomes.</p> <p>Ko tā mātou he waihanga i tētahi pūnaha mātauranga e tuku ai he otinga tōkeke, he otinga hiranga</p>
Our Behaviours	<ul style="list-style-type: none"> We get the job done ka oti i a mātou ngā mahi We are respectful, we listen, we learn He rōpū manaaki, he rōpū whakarongo, he rōpū ako mātou We back ourselves and others to win Ka manawanui ki a mātou me ētahi ake kia wikitoria We work together for maximum impact Ka mahi ngātahi mo te tukinga nui tonu Great results are our bottom line Ko ngā huanga tino pai a mātou whīnga mutunga
Our core organisational success factors (across all roles and levels)	<ul style="list-style-type: none"> Cultivating a customer focused culture Building a high performance culture Building strategic business alliances Creating alignment and accountability

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Job Context

<p>Job Purpose <i>Summary of the overall objective of the position, i.e. why it exists, what it contributes to or is expected to accomplish.</i></p>	<p>This role is part of the Financial Payments and Collection team who are responsible to ensure the accurate and timely payment and collection of all Ministry transactions.</p> <p>The main purpose of the role is to.</p> <ul style="list-style-type: none"> • Accurately and efficiently process transactions for payment in line with agreed processes to ensure internal and external levels are met or exceeded. • Ensure the integrity and accuracy of supplier master data is maintained. • Provide professional support and issue resolution to internal customers and suppliers.
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Accountabilities

Key accountabilities	Key activities
<i>What are the key accountabilities of the role? e.g. People capability policy, agreement and strategy implementation</i>	<i>Example activities: Provide leadership and direction for an engaged high performing, capable and customer focused workforce. Provide the groups and managers with sound, relevant, accurate and timely policy advice.</i>
Service Delivery	<p>Deliver effectively to the needs of internal and external stakeholders, including but not limited to:</p> <ul style="list-style-type: none"> • Perform accounts payable activities, accurately within agreed timeframes and payment terms, policies and processes. • Provide accurate and reliable advice in respect of accounts payable activities to customers and suppliers • Review invoices for correctness as required • Assist with policy compliance verification and quality review including but not limited to: corporate online validation. • Running and checking the duplicate payment report monthly. • Checking the daily supplier master date input • Delegation approvals of manual invoice payments as required
Accounts Payable Activities included but are not limited to:	<ul style="list-style-type: none"> • Supplier invoice entry and processing • Workflow approval and resolution and follow up • 3 way matching of purchase order invoices • Direct Credit payment processing • Cheques payments as required • Interface payment file import, reconciliation, resolution and processing for payment.

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	<ul style="list-style-type: none"> • Consolidated invoice processing • Foreign payments weekly • Supplier statement reconciliation • Be familiar with the Cash advances, expenses claim and purchase card transaction processing. • Customer service internal and external as required
Other Duties	<ul style="list-style-type: none"> • Assist as required with the daily roster • Continuously improve processes and documentation • Document and maintain business processes, desk files, user documentation and training materials with the team leader accounts payable. • Undertake projects or other tasks as required by the Team Leader AP • Assist as required with testing of system activities, new and existing • Assist with team training mentoring and coaching • Back up the team leader and be familiar with month end tasks (Oracle Fusion) period close, reconciliations etc • Deputies for the Team Leader Accounts Payable as required

Job specific competencies

Behavioural expectations of all people linked closely to our mission and behaviours and Code of Conduct. To be successful in your role, you'll need to display the behaviours and attitudes that are described in our competency framework.

Capability	Level	Expectation
<i>Example: Leadership Skills</i>	<i>Example: 2</i>	<i>Example: Actively encourages and supports and recognises contributions from others; Ensures development opportunities exist and are available to all; Identifies with group and shows greater concern for the success of the team rather than solely with own business/department personal success; Works effectively with others.</i>

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Key working relationships

Internal	Type of relationship
<i>Example: Staff at all levels within the organisation including Senior Managers and Team Leaders</i>	<i>Technical expert, advisor</i>
Key Relationships	<ul style="list-style-type: none"> Internal Customers External Customers The greater Finance Team Members External and internal auditors

External	Type of relationship
<i>Relevant forums and communities of practice Other government agencies</i>	

Technical and specialist capabilities

Qualifications	
<p>Essential <i>Minimum specialist qualifications directly related to role e.g. relevant degree, current practicing certificate</i></p>	<ul style="list-style-type: none"> A minimum of 5 years' experience as and Accounts Payable Senior with a large organisation. Prior experience of working with MS Office and large Tier 1 ERP systems. A positive, customer focused approach Strong numeracy, analytical and problem solving skills Ability to work independently and as part of the great AP team Takes ownership Good communication skills verbal and written
<p>Desired <i>Related or acceptable alternative qualifications that would be advantageous</i></p>	<ul style="list-style-type: none"> Prior experience with purchase orders and workflow resolution.
<p>Expertise, Knowledge and skills <i>What particular expertise and experience is considered essential for someone to be able to step into this position?</i></p>	<ul style="list-style-type: none"> Previous employment with a large organisation another Government Department would be an advantage Staff managing skills

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<p><i>Example: Relationship building; proven ability to establish and maintain positive relationships with people at all levels.</i></p>	
<p>Personal attributes</p>	<p>Professional, well spoken, neat and tidy appearance and a good communicator.</p>

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<p>Financial Delegation <i>Tier</i></p>	
<p>People Delegation <i>Tier</i></p>	
<p>Health, Safety and Wellbeing</p>	
<p>This position has the following specific requirements <i>(Core/ Non-Core/ Other e.g. Police Vetting Conflict of interest, Credit Check, NZSIS)</i></p>	

Working conditions

<p>Physical environment <i>E.g. Open plan office environment</i></p>	
<p>Travel requirements <i>E.g. Is travelling required? Estimate of percentage of time spent travelling</i></p>	
<p>Office use</p>	
<p>Approved by</p>	

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Date reviewed & approved	
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