

Job Description

Job details

Job description #	2234
Title	Accounts Payable Advisor
Business Group	Business Enablement and Support
Salary band	A4
Location <i>Home base, city, region</i>	Wellington
Reports to <i>Role title of reporting manager</i>	Team Leader Accounts Payable
Direct reports <i>Number of direct reports</i>	Nil

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 tuinga 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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<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 & Collections 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. • 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	<ul style="list-style-type: none"> • Perform accounts payable activities efficiently, accurately, within agreed timeframes and payment terms, policies and processes • Accurately and efficiently process transactions for payment, in line with agreed processes to ensure internal and external service levels and standards are met or exceeded • Provide professional support and issue resolution to internal customers and suppliers. • Providing accurate and reliable advice in respect of accounts payable activities to customers and suppliers • Review all invoices for appropriate documentation and approval prior to payment
Accounts Payable Activities	<ul style="list-style-type: none"> • Supplier invoice entry and processing • Workflow approval resolution and follow up • 3 way matching and resolution of purchase orders, invoices, and PO receipts • Interface payment file import, reconciliation, resolution and processing for payment • Specialised processing for: consolidated invoices, foreign payments, koha and petty cash • Payment processing of all the Ministry's payments by electronic funds transfer. New Zealand and overseas • Reconcile supplier accounts, research and correct discrepancies as required • Review and process expense claims, travel advances and purchase card transactions • Research and respond to account enquiry (inbox) queries
Other Duties	<ul style="list-style-type: none"> • Assist with policy compliance verification and quality review including but not limited to: corporate online validation, duplicate payment checking, daily supplier master review, delegation approvals • Continuously improve processes and documentation • Assist as required with testing of system releases

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	<ul style="list-style-type: none"> • Undertake projects or other tasks as requested by the Team Leader • Provide continuity of service and backup to other team members as required.
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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>
Leading with influence	1	<ul style="list-style-type: none"> • Persuades others (i.e. asks questions to understand others' concerns; and presents a clear and convincing rationale for ideas). • Communicates clearly (i.e. tailors messages so that they are clear, succinct, and resonate with their different audiences).
Enhancing organisational performance	1	<ul style="list-style-type: none"> • Supports organisational performance (i.e. suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency).
Enhancing system performance	1	<ul style="list-style-type: none"> • Builds internal relationships (i.e. contributes to their team [of peers], works collaboratively with others across the organisation, and takes an organisation-wide view). • Builds external relationships (i.e. interacts effectively with customers and other external stakeholders).
Managing work priorities	1	<ul style="list-style-type: none"> • Manages and delivers on work priorities (i.e. plans and organises self to deliver work commitments to required timeframes and quality standards).
Tātai Pou	Developing	<p>Demonstration of Tātai Pou competencies at least a developing level:</p> <ul style="list-style-type: none"> • Pou Hono – Valuing Māori – Makes a clear and compelling argument as to why equitable outcomes for Māori learners are critically important • Pou Mana – Knowledge of Māori content – Applies the Treaty of Waitangi policy, uses Te Reo Māori and engages with Tikanga Māori • Pou Kipa – Develops, implements and strategically resources to achieve equitable outcomes for Māori.

Job Description

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>
Internal customers of Accounts Payable services	Advisor
Other Finance team members	Strong working relationship
Procurement team	Strong working relationship
Internal auditors	Strong working relationship

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

Technical and specialist capabilities

Qualifications	
<p>Essential</p> <p><i>Minimum specialist qualifications directly related to role e.g. relevant degree, current practicing certificate</i></p>	<ul style="list-style-type: none"> At least 3-5 years' experience in an Accounts Payable role within a large organisation
<p>Expertise, Knowledge and skills</p> <p><i>What particular expertise and experience is considered essential for someone to be able to step into this position?</i></p> <p><i>Example: Relationship building; proven ability to establish and maintain positive relationships with people at all levels.</i></p>	<ul style="list-style-type: none"> Experience with electronic purchase orders and workflow resolution is expected Experience of working with MS Office and Tier 1 ERP systems (e.g. Oracle, SAP, Technology One)

Job Description

Personal attributes	<ul style="list-style-type: none"> • A proactive, customer focused approach • Strong numeracy, analytical and problem solving skills • Ability to work quickly and accurately including a strong attention to detail • Ability to take ownership of issues through to resolution • Ability to work with peers in a collegial, constructive manner and develop good working relationships with internal and external contacts • Sound literacy and verbal communication skills
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Financial Delegation <i>Tier</i>	NA
People Delegation <i>Tier</i>	NA
Health, Safety and Wellbeing	<p>I am responsible for:</p> <ul style="list-style-type: none"> • My own health and safety and that of my colleagues. <p>Reporting of all incidents and near misses.</p>
This position has the following specific requirements <i>(Core/ Non-Core/ Other e.g. Police Vetting Conflict of interest, Credit Check, NZSIS)</i>	'Other' Police Vetting

Working conditions

Physical environment <i>E.g. Open plan office environment</i>	Open plan, hot desking work environment
Travel requirements <i>E.g. Is travelling required? Estimate of percentage of time spent travelling</i>	NA

Office use	
Approved by	Kate Stone – Senior Adviser, People Capability
Date reviewed & approved	25 June 2019