

# ACCOUNTS PAYABLE OFFICER

DOCUMENT TYPE:	Position Description
POSITION:	Accounts Payable Officer
POSITION SUPERVISOR:	Procurement Coordinator
POSITION DIRECTORATE:	Finance
POSITION DEPARTMENT:	Corporate Services
POSITION TERM:	Permanent Part-Time
POSITION STATUS:	Part time (EFT 0.7) – 27.5 hrs per week
POSITION AWARD CLASSIFICATION:	Band 4
POSITION DESCRIPTION VERSION NUMBER:	2
POSITION DESCRIPTION DATE ADOPTED:	September 2024
POSITION DESCRIPTION REVIEWED BY	Manager Financial Services
INCUMBENT:	Vacant
FILE LOCATION:	All position descriptions are held on a secure network by the Human Resources Department.
<p><b>Position descriptions are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the Human Resources Department to ensure that the version you are using is up to date.</b></p> <p><b>This document is available in alternative formats (e.g. larger font) if requested.</b></p>	

## 1 POSITION OBJECTIVES

The objective of this position is to administer Accounts Payable function for the Council, including preparation of twice monthly creditors' payments and associated functions.

## 2 KEY RESPONSIBILITIES AND DUTIES

### 2.1 Creditors

The incumbent will:

- prepare creditor payments, using approved techniques on an ad hoc basis as required
- prepare the creditor payments, using approved techniques twice monthly
- collate relevant documentation; including invoices, contract milestones and receipts of goods and/or services for processing
- reconcile and reimburse CEO's Account
- prepare general ledger and creditor reports as required
- prepare end of month reports and files as required

- check costing reports to ensure correct cost allocation
- review the creditor database regularly; ensure approval process is carried using the correct approved processes
- maintain and produce reports from the purchase order system and follow up with departments to ensure completion, and or manual completion within the system.

## 2.2 Other duties

The incumbent will:

- assist other staff as required
- carry out such other duties as may be required from time to time.

## 3 ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent will:

- ensure creditor payments are prepared prior to deadlines directed by Management
- ensure creditor payments are processed in accordance with policies and procedures developed and approved by Management and Council.

## 4 JUDGEMENT AND DECISION MAKING

The incumbent will be:

- responsible for planning and organising own time in consultation with Management
- required to make decisions under delegated authority of Management.

## 5 SPECIALIST SKILLS AND KNOWLEDGE

The incumbent will have:

- skills and knowledge in operation of Council's creditor system
- ability to understand policies and procedures established by Council with regard to creditor payments
- knowledge of internal controls required to meet audit standards.

## 6 MANAGEMENT SKILLS

The incumbent will have:

- manage time, set priorities and organise workload to meet deadlines and expectations established by management
- ability to achieve goals and objectives
- ability to work with limited supervision.

## 7 INTERPERSONAL SKILLS

The incumbent will have:

- good written and verbal communication skills
- ability to be flexible and to work with others
- ability to refer queries to the appropriate manager or department for decision making
- ability to assist Council creditors and the general public with queries.

## 8 EXPERIENCE

The incumbent will have:

- experience using computer programs with experience using creditor payment systems
- a basic knowledge or experience in accounting techniques.

## 9 QUALIFICATIONS

Qualification	Mandatory or Desirable
A current Victorian Drivers Licence	<ul style="list-style-type: none"> <li>• Desirable</li> </ul>

## 10 ORGANISATIONAL QUALIFYING PERIOD

An Organisational Qualifying period of six months applies to the position.

## 11 ANNUAL PERFORMANCE DEVELOPMENT REVIEW

A Performance Development Review will be conducted each year. Every staff member is required to actively participate in the Annual Performance Development Review process with his or her immediate supervisor.

## 12 ORGANISATIONAL RELATIONSHIPS

Relationship	Stakeholders
Reports to	<ul style="list-style-type: none"> <li>• Procurement Coordinator</li> </ul>
Internal liaisons	<ul style="list-style-type: none"> <li>• All Council staff</li> </ul>
External liaisons	<ul style="list-style-type: none"> <li>• Creditors</li> <li>• General public</li> </ul>

## 13 KEY SELECTION CRITERIA

The criteria for selection will be:

1. ability to meet multiple deadlines set by management
2. ability to professionally assist customers and clients
3. proven understanding of accounting practices
4. experience using computer software programs including creditor payments systems
5. ability to undertake processes in a timely and accurate manner.

## 14 REVIEW

The supervisor and incumbent will review this Position Description for any necessary amendments during the annual Performance Development Review process.

## 15 GENERAL RESPONSIBILITIES AND DUTIES OF EVERY LODDON SHIRE COUNCIL EMPLOYEE

Every employee of the Loddon Shire Council is bound to adhere to legislation, regulations, and codes of conduct. Specific responsibilities are:

### 15.1 Council values

All Employees are required to uphold the Values of the Council as set out in the Council Plan and Staff and Contractors' Code of Conduct.

### 15.2 Equal opportunity and bullying and harassment

Loddon Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, and vilification and bullying.

All Employees are required to:

- respect the rights of all other employees, customers and clients
- adhere to Council's equal opportunity and bullying and harassment policies and procedures
- not get involved in, support, assist or encourage any form of discrimination, harassment, sexual harassment, bullying, vilification or victimization.

In addition, employees with supervisory responsibilities must also:

- take appropriate actions to prevent discrimination, harassment, sexual harassment, bullying, vilification or victimisation from occurring in their work area; and
- take appropriate steps to remedy the situation if discrimination, harassment, sexual harassment, bullying, vilification or victimisation has occurred.

### 15.3 Occupational health and safety

An employee, while at work, shall:

- take the care of which the employee is capable for the employee's own health and safety and for the health and safety of any other person who may be affected by the employee's acts or omissions at the workplace
- adhere to and assist in the continuous improvement of Council's occupational health and safety systems.

### 15.4 Risk management

An employee, while at work, shall:

- ensure any issues identified as a risk to the public, contractor or members of staff are reported in accordance with Council's incident reporting procedure
- adhere to and assist in the continuous improvement of Council's risk management system.

## 15.5 Staff and Contractors Code of Conduct

The Staff and Contractors Code of Conduct applies to all employees and contractors of the Loddon Shire Council. All staff must:

- adhere to the Staff and Contractors Code of Conduct at all times
- familiarise themselves with the Code to ensure compliance with its principles.

## 15.6 Privacy

The Loddon Shire is committed to complying with the Information Privacy Act and the Health Records Act. All employees are required to:

- adhere to the Information Privacy Act and the Health Records Act
- at all times ensure that the personal information collected and held by the Council is protected from misuse, loss, unauthorised access, modification or disclosure
- ensure that personal information is appropriately stored and managed
- collect information only directly relating to the services being provided to clients
- not disclose personal information to any person or organisation without written consent or unless prescribed by a lawful instruction.

## 15.7 Records management

Loddon Shire Council employees, as public officers under the Public Records Act 1973, have responsibilities for ensuring that records created and received are captured, managed, stored, and destroyed in accordance with Public Records Office of Victoria standards and policies and procedures adopted by the Council.

Managers have an additional responsibility to ensure that departmental Council staff understand and comply with the requirements of the Public Records Act 1973 and Council records management policies and procedures.

## 15.8 Confidentiality

All employees of the Loddon Shire Council have a duty:

- to serve the Council with loyalty and in good faith
- not to disclose or use any information obtained in the course of employment for any purpose other than carrying out duties of employment
- not to source Council information, or information relating to Council's ratepayers and clients, for any purpose other than carrying out duties of employment.

## 15.9 Compliance

The Loddon Shire is committed to implementing a compliance framework to encourage organisational-wide compliance with legislation, policy and procedures.

This position is required to manage responsibilities under legislation, policy and procedures.

Where relevant the incumbent must use Council's approved Advent Manager Compliance Software by:

- ensuring obligations and actions in Management Action Plans are attended to within the timeframes allocated
- signing-off obligations and actions in the system once they reach practical completion.



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## 15.10 Child Safe Standards

The Loddon Shire is committed to the safety of children and young people and operates within the child wellbeing and safety amendment (Child Safety Standards) Act 2015.

Staff are expected to be aware of all policies and procedures regarding the safety of children and young people at all times.

## 16 AGREEMENT

The manager and incumbent, by signing this section of the Position Description, agree that it reflects the current duties and responsibilities of the position.

Incumbent's name: (Please print).....

Incumbent's signature: .....Date: .....

Supervisor's signature.....

Supervisor's title: .....Date: .....