



MELTON CHRISTIAN COLLEGE

Position Description

Position Title: Accounts Payable Officer

Section: Finance & Administration

Award: Related to the Educational Services (Schools) General Staff Award 2010 with a salary depending on the candidate's experience & training

ABOUT THE ROLE

The Finance & Administration Department provides accounting and business services support to the College.

Reporting to the Accountant, the Accounts Payable Officer is responsible for Accounts Payable function of the College. Ensuring timely and accurate processing and payment of creditor invoices.

The Accounts Payable Officer will be well versed in good practice of accounts payable and procurement functions. The role will demonstrate high level of accuracy and attention to detail as well as the ability to liaise with the school staff and creditors concerning financial records and accounts.

RESPONSIBILITIES

- Maintain and update creditor's database in a timely manner
- Processing invoices in a timely manner and match invoices with purchase order
- Responsible for weekly payment runs. Making sure invoices are properly approved
- Verify and process employee expense claims and payment process
- Processing and recording credit card expenses. Making sure purchases are properly approved
- Maintain petty cash replenishment, recording, and reconciliation
- Answer Creditor account enquiries
- Monitoring Accounts email account
- Maintain creditor's ledger
- Assist the Accountant in month end and year end processes
- Assist the Accountant during yearly external audit
- Assist with inspection of deliveries against purchase orders, follow up on missing items and organising returns
- Assist with actioning College purchasing including raising and distributing purchase orders, renewals, and replenishments
- Assist with PC Schools processes in utilising, maintaining creditors modules and functions
- Report on aged payables plus other adhoc reporting where applicable

- Responsible for the financial part of the Sporting Schools Grant Acquittal
- Identify improvements to the accounts payable process
- Other duties as directed

KEY SELECTION CRITERIA

1. Alignment with the vision and purposes of the College
2. Reliable, able to maintain confidentiality, have a mature attitude with well-developed written and verbal communication skills
3. Committed to Christian Education and sharing the Good News of Jesus Christ
4. Accounting/Finance qualification or equivalent relevant accounting or finance experience
5. A team player with well-developed organisational, analytical, and problem-solving skills
6. Highly level of attention to detail and accuracy in record keeping
7. Competent with Microsoft Office and other PC programs
8. Experience working with a computerised accounts payable software. School accounting software is highly desirable but not essential

KEY PERFORMANCE MEASURE

There is a periodic appraisal against the position description.

OCCUPATIONAL HEALTH & SAFETY

The Accounts payable Officer has delegated responsibility from the Principal (for their work station/office space, equipment and facilities associated with their role), to:

- Ensure that College Health and Safety Policy and procedures are deployed within the area of responsibility
- Ensure that safe operating procedures are developed and implemented which are appropriate for the hazards and risk profile of the activities of the workstation/office space
- Ensure that College safety systems are implemented and compliance is regularly audited and monitored (e.g. hazard reporting, hazardous materials storage and documentation, plant and equipment purchasing, audits etc.)
- Ensure that health and safety is a scheduled agenda item within any staff team meeting
- Ensure that all hazards which are observed, and any incidents which may occur to any person within his/her area of responsibility are reported, documented, investigated and corrective actions are implemented as identified for action
- Ensure that Health and Safety issues are identified, planned for and resources required to manage health and safety issues are included in budgets
- Support Management and Colleagues in performing their roles in relation to health and safety matters
- Ensure that regular workplace inspections and audits are carried out in accordance with College safety systems

CHILD SAFE CULTURE

The Accounts Payable Officer has delegated responsibility from the Principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their work station/office space
- Be familiar with and promote familiarity with the College child safe policy

- Be familiar with and promote familiarity with the additional points that establish the College's expectations for appropriate behaviour with children
- Take part in screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse
- Always work to identify and reduce or remove risks of child abuse
- Always work towards appropriate participation and empowerment of children

Last Reviewed: 14.07.2023