

# POSITION DESCRIPTION



## Part A - Role Specification

<b>Role Title:</b>	Accounts Payable Clerk	<b>Date last reviewed:</b>	May 2023
<b>Business Unit:</b>	Finance, Business Improvement and Investment	<b>Department:</b>	Finance
<b>Classification:</b>	Common Law	<b>Level of Work:</b>	
<b>Role Reports to (role title):</b>	Finance Manager - Operations		
<b>Direct Reports (role titles):</b>	N/A		

<b>Unique Value Add (Succinct statement of why the role exists; the purpose)</b>
<ul style="list-style-type: none"> <li>To maintain and control the Association’s Accounts Payable process end to end</li> <li>Oversee RAA issued Credit cards to employees including Promaster reconciliation</li> </ul>

<b>Risk Accountabilities</b>
<p>Risk Responsibilities:</p> <ul style="list-style-type: none"> <li>Have a general duty of care; and are responsible for complying with requests from Senior Management with regards to the Risk Management Framework &amp; Strategy.</li> <li>Have a responsibility to comply with policies and procedures and to identify and report new risks, issues and any associated incidents to Management.</li> </ul>

<b>Health and Safety Accountabilities</b>
<ul style="list-style-type: none"> <li>Takes personal responsibility for their own safety and that of others and ensures their work environment and practices are safe.</li> <li>Perform their duties in accordance with the RAA Work Health and Safety and Injury Management Roles and Responsibilities Procedure specific to the defined level of work.</li> </ul>

<b>Key Result Areas (Outcomes of the role and the desired behaviours to be exhibited in the role)</b>	
<b>KRA</b>	<b>Accountabilities (3 - 5 key accountabilities per KRA)</b> EG. Conduct analysis of the "Grade of Service" targets and provide monthly reports.

<p>1. Creditor processing and reporting</p>	<ul style="list-style-type: none"> <li>• Reconcile Accounts Payable ledger to the GL on a monthly basis</li> <li>• Processing End of Month tasks and accruals</li> <li>• Reconcile supplier statements to the Accounts Payable ledger as received and follow up any inaccuracies</li> <li>• Review all invoices to ensure compliance with GST legislation and Association policies</li> <li>• Process any invoices for RAA, RAAI, RAAInn and associated entities approved in a timely manner</li> <li>• Engage with other business units to resolve discrepancies and/or required actions for supplier invoices received</li> <li>• Enter and update all master creditor details accurately and promptly</li> <li>• To accurately process invoices, ETL's and all internally generated creditor invoices/payments/reconciliation functions and ensure the input of correct required detail</li> <li>• Prepare reimbursements of all branch petty cash floats, and country office disbursements</li> <li>• Ensure all processing is complete to enable close-off of the Payables system each month in accordance with departmental timetables</li> <li>• Provide support and relief for accounts staff and Financial Accountant as required.</li> </ul>
<p>2. Pro Master Corporate Credit Card</p>	<ul style="list-style-type: none"> <li>• Prepare Corporate Credit Card cost allocations per detailed procedures</li> <li>• Follow-up outstanding cardholders and process into ProMaster</li> <li>• Export file from ProMaster into Finance One</li> </ul>
<p>3. Supplier / Customer Queries</p>	<ul style="list-style-type: none"> <li>• Follow through and resolve supplier/account payment queries promptly and accurately</li> </ul>

4. Relationships, Support and Service	<ul style="list-style-type: none"> <li>• Build and maintain effective relationships through the provision of professional services with all internal/external stakeholders/business partners by</li> <li>• Demonstrate a strong customer focus whilst meeting corporate objectives' and complying with all relevant acts, guidelines, work practices and RAA/RAAI/RAAINN and associated entities quality standards.</li> <li>• quality standards.</li> <li>• Provide support and relief for other accounts staff as needed</li> <li>• Ensure queries from Group Finance team are followed up in a timely manner</li> <li>• Actively participate and contribute in team meetings</li> <li>• Actively participate, lead by example, think big and be courageous</li> </ul>
5. Other	<ul style="list-style-type: none"> <li>• Ensure that Position Description is updated and reflective of role.</li> <li>• Ensure all SOP's are complete and up to date</li> <li>• Continually seek and drive improvements and efficiencies within the role. Seek opportunities to continue to develop personal and technical skills.</li> <li>• Other ad-hoc duties as required</li> </ul>

**Key Authorities (A summary of delegated authorities needed to effectively fulfil the role accountabilities)**

<b>People (Authorities to manage people relationships)</b>	
<b>Authority for Direct Reports</b> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>	<b>Authority for Cross Functional Relationships</b> <ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>

<b>Financial (Authorities to spend money)</b>
<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>

<b>Technology/System/Process (Authorities to access and use IT systems, undertake certain processes)</b>
<ul style="list-style-type: none"> <li>• PLUS, MAINPAC and CPS, Tech 1 - CiAnywhere, Westpac, Promaster</li> </ul>

**Part B - Person Specification**

<b>Qualifications (Indicate whether mandatory or desired)</b>
<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

**Skills and Abilities (Individuals capabilities, include level of proficiency)**

- Exceptional numeracy and accuracy skills.
- Exceptional data entry skills.
- Exceptional numeracy and accuracy skills
- Fast and accurate keyboard skills.
- Good communication skills and telephone manner.
- Problem Solving and resolution skills

**Knowledge (Factual or procedural information needed to perform in the role)**

- Sound knowledge of the accounts payable function.
- Sound knowledge of spreadsheets using MS Excel.

**Experience (The minimum amount of experience required to perform in the role)**

- Minimum of 2 years clerical experience in an accounts payable, with some reconciliation experience.

**Additional Requirements**

- Not Applicable

<p><b>Reviewed by:</b>  <b>Name:</b>  <b>Role Title:</b> HR Business Partner</p>	<p><b>Date:</b></p>
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<p><b>Approved by:</b>  <b>Name:</b>  <b>Role Title:</b> Finance Manager - Operations</p>	<p><b>Date:</b></p>
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