Accounts Payable Officer

To manage the operational requirements of the accounts payable function at GNS Science. This includes ensuring the timely and accurate recording, authorisation and payment and filing of supplier invoices and staff expense claims.

Reports to: Accounting Services Manager
Department: Finance
Group: Business Services
Tenure: Fixed Term to March 2021
Location: Avalon
Direct reports: Nil
Budget: Nil
Date: February 2020

Position priorities and responsibilities

Accounts Payable

- Enhance current procedures to reduce risk in processing accounts payable invoices, including compliance with GST legislation and GNS policies.
- Scan, match and post supplier invoices against approved purchase orders in Navision.
- Where a purchase order does not exist scan the invoice, code and obtain electronic approval and post in Navision.
- Support the Corporate Purchasing Officer in creation and management of purchase orders for GNS business units.
- Assist in management of vendor records in Navision.
- Assist in implementation of the Fraedom card and expense management system, used for recording of staff expenses incurred (expense claims, corporate credit card, PSA Health and Fitness claims)
- Assist in review of staff claims in Fraedom, to ensure compliance with GST requirements, and with GNS travel and sensitive expenditure policies.
- Support regular payment runs for GNS supplier and staff expense payments, including ensuring that remittance advices are emailed/sent
- Undertake projects as directed by your manager as and when required, within the context of the GNS purchasing to payment workflow.
- Ensure all source documents are filed in a systematic, transparent and discoverable manner
Responsibilities of all staff

- Comply with all GNS Science policies and procedures
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework

The responsibilities of this position will change over time to respond to changing needs. The incumbent will need the flexibility to adapt and develop as the company and its environment evolves.

Key working relationships

Internal:
- All management and staff as vendors, internal audit and/or risk management functions

External:
- Suppliers, external auditors, bank

Person specification

Skills, knowledge and attributes

- Attention to detail and accuracy, in a medium volume processing environment
- Awareness of related legislative requirements, including GST
- Good professional judgement
- Effective verbal and written communication skills
- Able to manage relationships with stakeholders including suppliers, management and staff
- Committed to meeting deadlines
- Self-motivated and taking personal responsibility for actions
- Honest, discreet and reliable, particularly with regard to confidential information
- Resilient and able to manage fluctuating workloads
- Competent user of Microsoft Suite including Outlook, Word and Excel
- A good understanding of business filing protocols and able to file hardcopy and electronic documentation in a timely, logical and systemised manner
- Understanding of accounting fundamentals and experience using a medium sized accounting system
- Understanding of general ledger reconciliation processes

Experience

Essential:
- At least 3 years’ experience in an accounts payable role, covering purchase to payment.
- Experience using Financial Management/Accounting Information Systems and understanding accounting fundamentals
- Able to demonstrate positive contributions to performance or system improvements in a previous role

Qualifications

Desirable:
- Certificate or Diploma in Business Studies
Competencies

The following competencies are expected of all staff:

- **Results Orientation**: The ability and commitment to achieve effective results, and work towards or exceed agreed goals.

- **Business Focus**: The ability and desire to apply appropriate principles and practices to maximise revenue, minimise cost, while meeting our obligations.

- **Relationship Management**: The ability and commitment to develop and maintain effective relationships with groups and individuals.

- **Communication**: The ability to express thoughts and ideas clearly and consistently (orally and in writing).

- **Innovation and Initiative**: The ability and commitment to seek and use better ways of doing things (to improve personal and GNS Science performance).

- **Teamwork**: The ability to establish and maintain effective and cooperative relationships.

- **Professional Integrity**: Act in a manner that conveys high personal and professional standards.

- **Technical Expertise**: The ability to maintain and develop technical expertise.

- **Leadership and Management Skills**: The ability to inspire others to achieve desired results and to develop and enable others to realise their full potential.