



Accounts Payable Officer

Portfolio	Chief Financial Officer
Department/Workgroup	Finance Department
Position No.	
Reports to	Accounts Payable Manager
Classification	PACCT Worker Level 4
Direct reports	Not Applicable
Date	August 2024

Portfolio Overview

The Chief Financial Officer's portfolio at Holmesglen manages the purchasing and financial management interests of the Institute. The team is dedicated in providing strong purchasing and financial management with excellent client service.

Department Workgroup

The Finance Department is responsible for providing high quality and timely advice to internal and external stakeholders. The department is made up of staff employed in the following subdivisions:

- Accounts receivable
- Accounts payable
- Payroll
- Financial reporting

The team is responsible for ensuring financial reporting compliance while helping the Institute achieve its strategic objectives.

About the Role

The Accounts Payable Officer plays an important role in the delivery of the Institutes accounts payable function. This role requires the timely, efficient and accurate processing of payments. It also involves providing financial and administrative support to the Institute.

Key Accountabilities

- 1 Manage, monitor and process the Institutes accounts payable creditors ensuring the timely, efficient and accurate processing of payments.
- 2 Processing, verifying and reconciling creditor invoices. This includes monitoring expenses and maintaining accurate records.
- 3 Assist the Accounts Payable Manager in calculating accruals and prepayments which includes assisting in the preparation of monthly reconciliations and posting general ledger journals.
- 4 Provide quality administrative support and customer service to both internal and external stakeholders.

- 6 Develop and maintain accurate records and preparation of reports as required.
- 7 Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
- 8 Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
- 9 Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards to ensure that departmental operations comply with Occupational Health and Safety legislation.

Key Selection Criteria

- 1 Minimum of two years' experience working in an accounts payable role in a large organisation including experience in processing, verifying and paying invoices.
- 2 Prior experience in calculating accruals and prepayments, posting journals and preparing monthly reconciliations.
- 3 Strong communication and negotiation skills with a demonstrated ability to liaise with stakeholders at all levels.
- 4 The ability to work autonomously and as a member of a team demonstrating a strong work ethic.
- 5 Demonstrated ability to manage time effectively and manage competing priorities.
- 6 Experience using TechOne or Optical Character Recognition Software (desirable).

Qualifications

Mandatory

- Certificate or Diploma in a related field (E.g. Business, Accounting, Finance etc.)

Desirable

- Bachelor's degree in a related field (E.g. Business, Accounting, Finance etc.)

Knowledge

- Knowledge of accounts payable processes in a large organisation.
- Knowledge of basic accounting concepts.

Skills and Experience

- Minimum two years experience working in an accounts payable role in a large, complex and diverse organisation.
- Ability to use initiative, problem solve and recommend appropriate solutions to identified problems.
- Well-developed interpersonal and communication skills and in a financial context, a demonstrated ability to relate professionally to both internal and external clients.
- Time management skills including the ability to meet deadlines, achieve goals and to work concurrently on and prioritise multiple tasks and work schedules.
- Competence in the use of MS Office products, internet-based applications and database management software. The ability to develop and maintain Excel spreadsheets and prepare financial reports is essential.
- Previous experience and knowledge of TechOne or Optical Character Recognition (OCR) Software.

Other Relevant Information

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.

- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check and National Police Records check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.

About Holmesglen – Who we are

Holmesglen is a leading Australian provider of vocational and higher education and one of the largest government-owned TAFEs in the state of Victoria. With 40 years' experience and more than 140,000 graduates, we are TAFE at its best by transforming lives, building workforce capability and enriching communities through education and training.

We are a leader in education, training and applied research, renowned for its innovation and its commitment to learner and industry success. We offer industry training, certificate, diploma, and degree programs across six locations and seven campuses.

Locations include Chadstone, Drummond Street, City, Moorabbin, North Melbourne, Glen Waverley and Eildon.

As a multi-award-winning institute, you can learn more and do more at Holmesglen. holmesglen.edu.au

**We uphold our
ASPIRE values**



AMBITION



SCHOLARSHIP



PASSION



INTEGRITY



RESPECT



EXCELLENCE