

**Position:** Accounts Payable Officer  
**Location:** Burton

### **Job Summary**

As a key finance team member, the Accounts Payable Officer ensures the seamless management of the organisation's accounts payable operations. This role is critical to maintaining financial integrity, fostering strong supplier relationships, and safeguarding compliance with internal controls and financial policies. The Accounts Payable Officer will oversee invoice and payment processing with accuracy and timeliness, contribute to financial reporting, and drive efficiencies through process improvement initiatives.

### **Duties and Responsibilities**

#### **1. Invoice Processing and Verification**

- Ensure all invoices are reviewed and validated for accuracy, completeness, and adherence to organisational financial policies.
- Confirm proper authorisation and receipt of goods or services by matching invoices with purchase orders and receiving documentation.
- Accurately code invoices to relevant accounts and cost centres to support financial clarity.

#### **2. Payment Processing and Reconciliation**

- Manage timely and precise supplier payments via approved electronic transfers.
- Reconcile supplier statements with accounts payable records, swiftly addressing discrepancies to ensure accuracy.
- Monitor outstanding payments and implement tracking systems to maintain consistent payment schedules.

#### **3. Supplier Relationship Management**

- Execute regular supplier statement reconciliations, rectifying issues to maintain positive partnerships.
- Collaborate with procurement teams to resolve purchase order and invoice challenges efficiently.

#### **4. Financial Reporting and Analysis**

- Support preparing critical accounts payable reports, such as aging reports and accruals, to inform strategic decision-making.
- Assist with month-end and year-end closures, ensuring accurate and up-to-date accounts payable data.
- Identify trends, cost-saving opportunities, and areas for process optimisation through data-driven analysis.

#### **5. Compliance and Internal Controls**

- Uphold compliance with regulatory requirements, internal policies, and established financial controls.
- Develop and refine accounts payable processes and documentation to promote transparency and control.

#### **6. Systems and Process Enhancements**

- Leverage accounting software or enterprise resource planning (ERP) systems to streamline accounts payable tasks.
- Contribute to process improvement projects aimed at increasing operational efficiency and accuracy.
- Recommend automation opportunities to modernise workflows and optimise resource utilisation.

### **Qualifications and Requirements:**

- Demonstrated experience in accounts payable with at least 5 years experience preferably with Australian suppliers, including a deep understanding of processes and compliance.
- Proficiency in accounting software, ERP systems, and advanced MS Excel skills.
- Exceptional organisational skills with a sharp eye for detail and accuracy.
- Strong communication and interpersonal abilities to build supplier trust and collaboration.
- Capacity to manage priorities effectively in a dynamic and fast-paced environment.
- A proactive problem-solver with a focus on process improvement and efficiency.
- Unwavering commitment to confidentiality and handling sensitive financial data.