



Job Description – Kaiwhakahaere Utu Pūtea

Accounts Payable Administrator

Our Purpose:	Our purpose is to preserve and enhance our taonga for the benefit of current and future generations. Since the time of the hekenga, our people have displayed the qualities of innovation, perseverance, flexibility and adaptability. Our tūpuna were creative, astute and forward-thinking people who gifted us our land, whakapapa and cultural identity. It is our responsibility to preserve and enhance this taonga, now and for future generations.		
Our Business	A business of the land and the sea, Wakatū has four parts: Manatū, Amo, Whenua, Kono, an award-winning food and drinks producer and exporter, and AuOra a consumer-focused, health-solutions business.		
Your Role:	The Accounts Payable Administrator is responsible for providing effective and efficient administration service to all customers and the accounts payable function ensuring creditors are paid in accordance with company policy and terms of payment. This role will also be responsible for ensuring debtor invoices are processed accurately and recovery action is taken in a timely manner, maintain the integrity of the Group creditors and debtors ledgers and is responsible to reconcile group bank accounts. Overall support and assistance to the finance team, and a flexible mindset is required.		
Reports to:	Finance Manager		
Direct Reports:	None		
Authority/ Delegation:	None		
Key Relationships:	Internal	<ul style="list-style-type: none">• Business Services Team• Business unit Managers and Staff	External <ul style="list-style-type: none">• Suppliers• Customers

Qualifications: Relevant tertiary qualification in finance and or business administration preferred.

Knowledge/

- Experience in accounts payables, receivables and bank reconciliations
- Basic accounting/bookkeeping knowledge including accounting software

Experience:

- Excellent numeracy skills
- Experience in efficiently managing and prioritising a busy workload
- Excellent keyboard skills and software literacy
- High level of attention to detail
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Proficiency with Microsoft Office applications in particular Word, Outlook, Excel
- Be able to work independently and as a member of a team
- Organised and able to manage a number of things – multi tasking

Ngā Uara Wakatū lives by deeply held values. Our tikanga is encapsulated in our values and provides the touchstone for how we act now and in the future. Ngā Uara guide, enrich and shape the mahi we do every day.

Rangatiratanga
Excellence in all that we do

Manaakitanga
We rise by lifting others

Hihiritanga
Doing things better, doing better things



Whanaungatanga
Together we are more

Kaitiakitanga
Our duty, our heritage, our legacy

Pono
We do as we say

Core Responsibilities

KRA	KPI	Performance Measure
Administration	Accounts Payables	<ul style="list-style-type: none"> Follow up on overdue pending and unapproved invoices Monthly review of open purchase orders, purchase invoices and purchase credit headers ensuring that headers are being cleared in a timely manner Notify senior finance staff of potential accruals from open purchase headers Monitor the processing of supplier invoices according to company policy and procedures Monthly reconciliation of supplier statements to Business Central before payment Generation of supplier payments including FX payments on a timely basis, weekly as directed by the Financial Controller, monthly on the 20th Ensure that electronic banking payments are completed as required and promptly report any issues to the Financial Controller Post supplier payments in Business Central and transmit remittances via email Monitor and follow up any supplier balance in debit by monthly review of detailed supplier listing Maintain supplier master file documentation especially in regards to bank account details by cross checking supplier setup and ensuring documents are scanned and logged as interactions against vendor in Business Central Completion of credit application forms Ensure adherence to policies and procedures Process expense reimbursements Answer telephone/email enquiries from suppliers
	Accounts Receivables	<ul style="list-style-type: none"> Process invoices as and when required Monthly reconciliation of G/L Suspense account for Customer and Vendor offsets Post authorised sales credit notes in accordance with Company policy Maintain sales credit note documentation to audit standard Assist debtors with account queries

KRA	KPI	Performance Measure
		<ul style="list-style-type: none"> Ensure debt recovery action is carried out regularly, following company policy
	Banking and Cash	<ul style="list-style-type: none"> Print and File Main Cheque Bank statement(s) Reconcile bank accounts Ensure that prompt receipting is undertaken and recorded accurately in Business Central Check all banking deposits before lodgement to the bank Audit Petty Cash held by Frontline Administrator(s) and reimburse according to company policy (where relevant) Assist with reconciliations as required
	Other Duties	<ul style="list-style-type: none"> Monitor and manage the invoice mailbox Help resolve any issues or problems associated with the job in consultation with the relevant parties Manage the workflow to prioritise urgent or important matters Ensure that all services are maintained at the appropriate standard as and when required Maintain confidentiality by not disclosing details to any person not entitled to the information Participate and aid in year-end reconciliations Participate and aid in audit processes (Internal and External) Apply relevant company policies, practices and standards Participate effectively in meetings and company activities as required Undertake other duties as reasonably requested
Documentation	Reporting Deadlines	<ul style="list-style-type: none"> All documentation is current, filed and completed within set deadlines.
Cross Functional Administration	Support	<ul style="list-style-type: none"> Provide administration support to ensure all job functions within the team are carried out efficiently.
Improvement	Continuous Improvement	<ul style="list-style-type: none"> Continue to identify, develop, recommend, and implement ways of improving systems, processes, and procedures and streamlining how work is done.
Safety	Accidents & Near Misses	<ul style="list-style-type: none"> Accidents and near misses are reported in a timely manner and correct reporting documentation is used.
	Adherence to Safety	<ul style="list-style-type: none"> Understands and enforces company and departmental safety.

KRA	KPI	Performance Measure
	Hazard Management	<ul style="list-style-type: none"> All hazards within their area are identified and controlled. New and updated hazards to be forwarded to H&S committee.
	Continuous Improvement of Safety	<ul style="list-style-type: none"> Looks for new improvements to processes and procedures carried out for continuous improvement measures to be implemented by management.
	Safety Training	<ul style="list-style-type: none"> Participates in staff training, health monitoring and staff meetings as they occur. Maintains systematic and accurate documents/records/plans; Checks work for errors and omissions and corrects these before use.

Core Competencies

Competency	Sub Competency	Performance Measure
Technical Capability	Attention to Detail	<p>Demonstrates control and attention to minor as well as major tasks/events/details;</p> <p>Maintains systematic and accurate documents, records and plans;</p> <p>Checks work for errors and omissions and corrects these before use.</p>
	Technical Proficiency	<p>Performs all core tasks reliably, skilfully and accurately;</p> <p>Accomplishes complex or difficult tasks without direct supervision;</p> <p>Applies technical knowledge and experience to effectively achieve tasks and solve problems;</p> <p>Maintains a high skill level and seeks to broaden/deepen skills.</p>
	Initiative	<p>Set goals and seeks solutions without waiting for direction;</p> <p>Generates ideas to improve work effectiveness and efficiency;</p> <p>Seeks to apply spare capacity, volunteers to help others;</p> <p>Effectively embraces change and provides constructive input.</p>

	Planning and Organisation	Plans and organises own and other's work assignments to ensure the attainment of work efficiency and productivity goals.
	Teamwork	Promotes teamwork within their own department and works closely and cohesively with other areas.
Relationships	Client/Customer Focus	<p>Identifies internal/external customers and their needs and wants;</p> <p>Anticipates customer needs and gives high priority to satisfy needs;</p> <p>Monitors customer satisfaction and continually seeks methods to improve service delivery;</p> <p>Establishes rapport, demonstrates patience and understanding, acts with diplomacy;</p> <p>Communicates from the customer prospective.</p>
	Communication	<p>Communicates ideas effectively to a range of individuals and audiences;</p> <p>Applies and works effectively in a range of communication media;</p> <p>Communicates from the receiver's perspective;</p> <p>Facilitates and monitors the understanding of others;</p> <p>Establishes the benefits of the information or recommendations to others.</p>
	Relationships	<p>Promotes an open and honest relationship with all internal and external contacts;</p> <p>Build strong and intentional community, industry, kaimahi and whānau relationships.</p> <p>Admits to their mistakes;</p> <p>Shows manaaki and promotes the company's values with all relationship connections.</p>
Technology literacy	Demonstrate awareness of technologies Use technology effectively	Able to comfortably use Microsoft Office products and role-relative software and technology.
Industry knowledge	Build industry sector knowledge	Actively receives internal mentoring and applies learnings to enhance professional practice.