

POSITION SUMMARY

Company:	Allied Petroleum Limited (APL)
Location:	Christchurch
Position:	Accounts Payable Administrator (Full-time)
Responsible to:	Primary reporting line to Accounts Payable Team Leader (APL).
Responsible for:	Assisting with the administration of the accounts payable and payroll functions within the business.
Commencement Date:	TBA

Purpose:

The Accounts payable administrator is responsible for assisting with the administration of the end-to-end process of accounts payable, including bank reconciliations and banking transactions and assisting with the preparation of payroll information for the payroll team.

Skills/Experience:

- You will be keen to learn and develop skills, and able to pick up systems and processes.
- Excellent interpersonal, written and oral communication skills are essential.
- You will need to be conscientious and understand the importance of confidentiality
- You must be comfortable with a fast-paced changing environment and be a team player.
- Ability to manage multiple tasks and work under tight deadlines.

HWR VALUES

Our HWR Values form the foundation of how we operate as a business. They're our moral compass and are what we will use internally to help us make decisions. When we put our values into practice, they lead us to ensure we respect ourselves, our colleagues, and our customers, and make APL and HWR a great place to work. They're what we expect of ourselves, and what others expect of us.

Our HWR Values are:

- Be customer driven
- Work together
- Walk the talk
- Be respectful
- Get home safe

These values are simple, but they are at the heart of our decision making and how we do business.

Be customer driven.

Work together.

Walk the talk.

Be respectful.

Get home safe.

KEY RESPONSIBILITIES

1. Accounts Payable

Processing of accounts payable transactions and assisting customers with account payable enquiries.

You will be responsible for:

- Daily processing of supplier invoices and credit notes ensuring that they are accurately coded/matched to purchase orders and assigned to an approver.
- Follow up on approvals, purchase order receipts etc to ensure invoices are recorded in a timely manner.
- Monthly supplier statement reconciliation, including follow up and resolution of any discrepancies
- Resolving any supplier related queries in a timely and professional manner.
- Processing supplier payments and allocation of direct debit payments to supplier accounts.
- Assist with supplier credit applications, new supplier set up and supplier account maintenance.
- Assist with process improvement initiatives within the accounts payable function.
- Other accounts payable activities as directed from time to time by the Accounts Payable Team Leader

2. Banking

Completion of daily and monthly banking tasks are completed accurately and within required timeframes.

You will be responsible for:

- Daily processing of the bank statement into the system.
- Daily and monthly reconciliation of all bank accounts.
- Review and resolution of unallocated payments
- Processing supplier payments and allocation of direct debit payments to supplier accounts.
- Assist with process improvement initiatives within the banking function.
- Other banking activities as directed from time to time by the Accounts Payable Team Leader

3. Other Administrative Activities

- General office administration tasks including processing trips, filing, admin inbox, rostered reception cover and any other tasks, projects, assignments, or responsibilities delegated or assigned by the Accounts Payable Leader.