

Job Description



My Position

Position:	Finance Officer – Accounts Payable
Section:	Business Services & Rates
Group:	Finance
Responsible to:	Business Services & Rates Manager
Job Purpose:	• Administer the Accounts Payable function, ensuring that all purchase order and account payable invoices are correctly entered into Council's general ledger, and supplier payments are processed by the due dates. • Provide appropriate information on withholding tax requirements. • Provide user support to Council staff on purchase orders and invoices. • Undertake other assigned financial tasks that assist the Finance team to deliver the Section goals and objectives as directed by the Business Services & Rates Manager. • To provide high quality customer service to internal and external customers.

Our Council

Our District Vision:	Thriving and resilient Tasman communities <i>Kia manawaroa te tai o Aorere</i>
Our Purpose:	Delivering Public Value <i>Kia whai hua mā te marea</i>

Our Values

We support our Vision and Purpose through living our values.

Auahatanga – Innovation. *I orea te tuatara, ka patu ki waho. A problem solved by continuing to find solutions.*

- We love ideas, big or small
- We delivery differently
- We learn and grow
- We give it a go
- We are brave and challenge the status quo

Kawenga – Responsibility. *Kia ū ki te pai. Stay resolute to that which is good.*

- We honour our commitments
- We act professionally with integrity
- We are honest and open
- We bring the right attitude to work
- Safety and wellbeing come first

Manaakitanga – Caring/ Sharing. *Te tohu o te rangatira, he manaaki. The sign of a leader is how they support, protect and respect others.*

- Helpfulness and respect guide us
- Our mana encourages and lifts others up
- Care and empathy are a priority
- We are always welcoming
- We freely share knowledge

Whanaungatanga – Relationships. *He aroha whakatō, he aroha puta mai. If kindness is given then kindness shall be received.*

- We connect, listen and involve
- We believe in collective success
- Our stories create shared meaning
- We embrace diversity
- We are kind and nurturing

My Group

Role of the Finance Group

The Finance Group's primary purpose is to provide efficient internal administrative support to the organisation in the areas of financial performance and reporting, rating and treasury functions. The Group provides robust financial management to the organisation.

We are an approachable, high performance, can do team helping Council achieve its community outcomes by:

- Having an innovative solutions focus and creating real value for our customers,
- Providing high quality information to support decision making and meeting the needs of our customers,
- Having simple and easy to use systems and services to enable Council to meet its service commitments.

My Key Result Areas

My Priorities

What am I supposed to do?	How well am I supposed to do it?
Accounts Payable Administration • Responsible for the administration of Council's end- to end creditor payments and generating associated payment reports. • In collaboration with the other Finance Officer – Accounts Payable position, ensure workloads are monitored and all tasks are allocated, including invoice scanning, loading into the EPO system, setup of new suppliers, and completion of supporting documentation. • Ensure all invoices have appropriate authorisation and are accurately coded prior to processing in creditors system. • Payment batches are checked to ensure accuracy and detail is maintained. • Review expense claims for compliance with tax obligations, sensitive expenditure, and other relevant Council policies. Ensure any issues are followed up immediately with the appropriate manager or referred to the Business Services & Rates Manager. • Carry out accounts payable reconciliations and ensure identified variances are journaled. • Perform supplier statement reconciliations regularly to ensure no overdue or unreconciled invoices. • Review of invoices around year end to ensure accruals accounting has been correctly applied. • Review contractor invoices, calculate and deduct withholding tax. • Calculate and process foreign exchange payments and prepare electronic transfers. • Run reports for outstanding orders, perform aged analysis, review overdue items, and liaise with relevant staff and suppliers.	Accounts Payable Administration • All data is entered accurately on a daily basis, and timely payments are made. • All reports are produced and filed in a timely manner. • Authorisations do not exceed individual staff delegation levels and GL coding is correct. • An excellent working relationship with the other Finance Officer – Accounts Payable is always maintained. • Purchase orders are actively monitored to ensure staff process these in a timely manner, and any issues are escalated promptly. • Staff reimbursements and items of sensitive expenditure are compliant with Council policy, or have exceptional approvals recorded for all claims outside of policy. • Contractor invoices are accurately processed and correctly coded for payment. • Process improvements and efficiencies in workflows are discussed and implemented in consultation with the Business Services & Rates Manager. • Active creditor accounts are reduced to key and preferred suppliers when applicable. • Service Requests are managed in accordance with Council procedures. • Suppliers are contacted within timeframes and resolutions found. • Communications to staff and suppliers is accurate, timely and provided in a positive, professional, and empathetic manner, in line with Council's values.

• Provide appropriate information on withholding tax requirements for contractors and maintain records. • Recommend process improvements to the accounts payable and electronic purchase orders system. • Monitor the payables system to ensure key/preferred suppliers are used where applicable. • Manage and monitor the Accounts Payable inbox, and respond, and action requests, calls, letters and emails.	
Systems Support and Liaison • Develop and maintain standard operating procedures, Promapps and desk files associated with accounts payable processes. • Communicate with the Business Services & Rates Manager to enable effective management and prioritisation of work. • Provide support and back-up for the management of MagiQ suppliers and purchase order modules. • Co-ordinate the delivery of accounts payable and other finance related induction training and activities and programmes across Council as directed. • Provide user support to other staff in standard accounts payable processes as required. • Assist with user requests, faults and other issues.	Systems Support and Liaison • Processes are well documented to ensure that training, auditing, maintenance, role hand-over, and other tasks can be easily undertaken by others. • Backups can function effectively from the documentation and training provided. • Positive feedback from the Business Services & Rates Manager confirms information and other support is provided ensuring the team functions effectively. • Information entered is accurately recorded in MagiQ and available to key users. • Accounts payable and other finance programmes are effectively communicated and/or delivered. • All user requests, faults and other issues are remediated (where possible) or escalated to the IS Service Desk for resolution where appropriate.
Finance Section Support • Undertake assigned tasks and provide financial administration assistance to the Finance Team as directed by the Business Services & Rates Manager. • Assist the wider Finance Section by undertaking assigned tasks and financial administration as requested.	Finance Section Support • Assigned tasks are undertaken with a high degree of accuracy, efficiency and timeliness with priority given to urgent work. • Job holder responds positively to opportunities to work collaboratively with other Finance Section staff. • Positive feedback from Finance Section team confirms support is provided, and financial and administrative tasks are undertaken in a pleasant, efficient and effective way.

My Contribution	
Accountability • I take responsibility for my performance, decisions and actions and how these impact on others. • I take ownership of my wellbeing and health and safety responsibilities and seek support if I need it. • I take responsibility for ensuring the digital information, data and records created from carrying out my role are properly stored, maintained and retrievable. • I fulfil other assigned responsibilities, tasks and project work in a professional and timely manner.	
Customer Focus • I focus on the needs of our customers and provide all of them with outstanding service. • I treat all people with respect, and I deliver on the commitments I make. • My actions are fair and build trust with my colleagues, customers and our community.	
Relationship Building • I build and maintain genuine relationships with my colleagues, customers and our community. • I actively listen to others and am supportive, friendly and helpful. • I respect all cultures and act in ways that make others feel included and valued.	

Resilience & Adaptability	
- I support new ways of working and are able to be flexible and calm when facing change or difficult situations. - I am digitally confident and participant in opportunities to learn how to apply digital business technology and tools to my work. - I am a willing contributor and participant in business process improvement solutions and other initiatives that enhance our service delivery.	
Motivation & Drive	
- I take responsibility for my own learning and development and welcome feedback to improve my performance. - I effectively plan, manage and prioritise my work and deliver it on time. - I choose to bring the right attitude to work and I role model behaviours and attitudes that align with the Council's Values.	
Collaboration & Inclusion	
- I actively contribute to the achievement of team goals and objectives. - I collaborate effectively with others and support my colleagues to achieve the Council's strategic goals and objectives.	
Civil Defence Emergency Management	
- I provide assistance and support during civil defence / emergency management activities. - I participate in civil defence and emergency management training.	
Working within te ao Māori	
- I have the appropriate level of knowledge and understanding of the principles and application of Te Tiriti o Waitangi for my role. - I have the appropriate level of knowledge of Tikanga Māori (customs and practices) and Te Reo Māori (Māori language) for my role. - I have the appropriate level of knowledge of Council's engagement protocols with the whānau, hapū and iwi of te Taihū for my role. - I foster a culturally inclusive environment by actively engaging with and respecting Māori perspectives and practices in my work.	

My Delegations

I have no staff or financial responsibilities. However, the Council may from time to time delegate to me specified powers and duties which I must exercise with due care and diligence.

My Competencies

My Qualifications and Experience:

- A minimum of three years office experience specifically relating to accounts payable functions, preferably in a large organisation is essential.
- Excellent digital literacy in computerised database applications and a high level of experience of Microsoft Office suite, particularly Excel, is essential.
- NCEA Level 3 or equivalent.
- Previous experience in dealing with a high volume of customers is highly desirable.

My Personal Attributes:

- An ability to apply attention to detail, with a focus on thoroughness and accuracy.
- A high level of interpersonal and communication skills to provide customers and stakeholders with clear precise information and accurate messages.
- An active team member with a passion for quality customer experience, business outcomes, and continuous improvement.
- Initiative and good judgement skills and a disposition to solving problems.
- Ability to remain calm, constructive and understanding when handling difficult customers, complaints and stressful situations so as to generate a positive image of the Council.
- Exceptional organisational skills and an ability to work under tight time constraints.
- Show initiative and good judgement skills.
- Flexible and adaptable to change.

My Agreement

My Name:

My Signature:

Date: