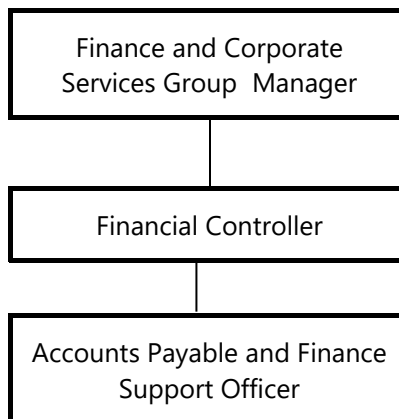


POSITION DESCRIPTION



Job Title:	Accounts Payable and Finance Support Officer
Responsible To:	Financial Controller
Responsible For:	Nil Staff
Position Purpose:	This job exists to: To provide effective and efficient processing of expenditure transactions, including follow up of amounts owed to Council suppliers for services provided, the processing of payroll, and to provide finance and corporate support tasks as directed by the Financial Controller
Date:	September 2023

ORGANISATION CONTEXT



IMPORTANT FUNCTIONAL RELATIONSHIPS

External

Residents and ratepayers
Council customers
Various government agencies
BOPRC and local government
Audit New Zealand

Internal

All staff
Elected Members

KEY RESULT AREAS

The position of **Accounts Payable and Finance Support Officer** encompasses the following functions or Key Result Areas:

Jobholder is accountable for	Jobholder is successful when
<p>Accounts Payable</p> <ul style="list-style-type: none"> • Payments are processed efficiently and accurately • Batches coded to correct periods • Creditors Ledger is maintained and reconciled • Administrator of Electronic PO System • Administrator for Contracts Module. • Champion Ozone accounts payable and PO system. • Non-PO suppliers (ANZ credit card/New World) are reconciled, reviewed for authorisation and processed into AP system • Capture Direct Debits linked to Bank Statements • Ensuring accurate and easy to follow filing systems are maintained • Recording of all Masterfile changes to Councils Creditors by compiling Qube report and seeking approval from CFO • Arranging payment of Staff Reimbursements through Weekly payment batches • Arranging Contractor Payments and ensuring the accurate calculations for WHT is captured • Maintain daily AP duties to ensure there are no bottle necks preventing deadlines being met for weekly and monthly targets • Ensuring batches are loaded to the bank in a timely manner • Uploading statements and invoices to Xtracta in a timely manner ensuring a constant flow of information • Assisting with Audit queries during visits 	<ul style="list-style-type: none"> • Payments are made in accordance with Council's standard terms of payment, or on the next weekly payment run where contractually required • GST and withholding tax processing is accurate • Maintenance audit reports including Masterfile changes are completed and forwarded to FC in a timely manner • There are no discrepancies • Feedback from suppliers is positive • Purchase Order System is automated as much as possible; manual payments are treated as the exception to the rule • Unapproved receipt report is sent out daily • Internal controls are maintained to the satisfaction of Council Auditors • Contracts module is maintained; approved contract payments are queued for next payment run • Staff are assisted with the expenditure and PO process requirements including providing training • Unapproved PO receipt report is actioned daily • SOPs are kept up to date, including into Promapp • Monthly invoices due on the 20th are loaded and closed off by the 10th • Statements are checked and no invoices are outstanding or lost • Contractors are paid in a timely manner and WHT is captured accurately for payment via the payroll system • Auditors are assisted in a timely manner and information they request is available when needed • FC is confident in the processing of all the above

<p>Other Financial and Corporate Support Duties</p> <ul style="list-style-type: none"> • Support payroll officer as secondary checker for fortnightly pay-runs • Provision for payroll processing fortnightly/monthly pay-runs, including taxes. • Provide back-up support for rates related enquiries • Provide back-up administrative support for Creative Communities Scheme (CCS) • Other finance or corporate support tasks that support corporate objectives, as directed by the Financial Controller. 	<ul style="list-style-type: none"> • Payroll checks are accurate and timely • Jobholder is kept current in ability to provide back-up cover for Payroll processing • Promapp procedures are followed in the processing of Monthly Payroll • All relevant payroll reports are run and filed • New creditor registrations created as approved by FC • APIs for DDs created/captured • No discrepancies • FC is satisfied with the quality of information during payroll checks and authorisations • Rates queries are responded to in an efficient, effective and courteous manner • CCS funding applications are collated and provided to CCS bi-annual meetings • CCS admin support is provided, including committee member liaison, minute-taking and catering • Applicants are advised of outcome, approved payments processed efficiently, and any required accountabilities tracked / documented • All tasks are carried out in a courteous, timely and professional manner.
<p>Personal Development</p> <ul style="list-style-type: none"> • Develop and maintain professional knowledge and contacts. 	<ul style="list-style-type: none"> • Identify and undertake sufficient training to maintain knowledge to undertake allocated tasks • Attend training opportunities relevant to position and the Council.
<p>Health and Safety</p> <ul style="list-style-type: none"> • Take all reasonable care to ensure the health and safety of yourself and others • Comply with Ōpōtiki District Councils Health and Safety Policy and Procedures and any other reasonable instructions. 	<ul style="list-style-type: none"> • Events, near misses and injuries are reported in accordance with organisations requirements • Engage in and promote health and safety in work areas.
<p>Civil Defence</p> <ul style="list-style-type: none"> • Undertake necessary training to ensure Preparedness for Emergency Management. 	<ul style="list-style-type: none"> • Support is provided during an emergency.

Other duties expected of position holder:

Undertake any other duties and functions as may be requested of you by your Manager.

Note:

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

PERSON SPECIFICATION

- A sound understanding of computer-based accounting applications and financial management systems
- Experience and comprehension of Local Government financial practices – including rating, property, creditors, and reporting (preferred but not essential)
- Minimum of 3 years’ experience in creditors management
- Management of creditor’s database
- Experience in payroll processing (preferred)

- **Key Job Competencies**
- Excellent numeracy skills and personalised support skills
- Competent in Microsoft Outlook, Excel, word and use of databases
- Attention to detail and accuracy
- Should have excellent communication and organisational skills and the ability to ensure discretion and confidentiality at all times
- The ability to prioritise work and meet deadlines
- Good problem solving skills and is solution focused
- Demonstrates initiative by seeking quality improvements within work processes
- Able to maintain positive work relations with colleagues at all levels.

Manager

Date

Position Holder

Date