# Accounts Payable Manager

Reports to Financial Accountant

Direct Reports Accounts Payable Officer

Band Band Classification Level 4, Health Purchasing Victoria Enterprise Agreement 2018

## Position summary

The Accounts Payable Manager at HealthShare Victoria (HSV) is responsible for overseeing the Accounts Payable team with the provision of all accounts payable services in accordance with HealthShare Victoria’s policies and procedures. The role is operational in nature and will be responsible for supervising and processing supplier invoices whilst addressing supplier and employee queries, performing supplier reconciliations and other ad-hoc duties as required.

## Specific Duties and Responsibilities

### Accounts Payable

* + Ensure that all supplier payments are processed accurately and in accordance with agreed KPI’s.
  + Process supplier invoices of receipt by Accounts Payable
  + Review supplier invoices and match to goods receipt in Oracle in accordance with Accounts Payable procedures.
  + In the case of non-quotation of Purchase Order (PO) on invoices, contact supplier to request updated invoices with PO disclosed.
  + Process price and quantity variances in accordance with Accounts Payable procedures.
  + Ensure adequate and appropriate Accounts Payable controls are in place and report discrepancies or inefficiencies to the Financial Accountant.
  + Ensure all vendor maintenance is processed accurately, in accordance with agreed KPI’s and is appropriately authorised.
  + Ensure Accounts Payable documentation is filed and archived in a timely and accurate manner.
  + Prepare required monthly reports – i.e. aged creditors listing, average days to pay supplier, statistical reports, changes to supplier Masterfile information etc.
  + Ensure all new staff members are provided with a planned induction.
  + Ensure Accounts Payable services meet established performance KPIs e.g. accounts payment days.
  + Ensure that all supplier statements are reconciled in a timely and accurate manner in accordance with management instruction and guidelines.
  + Supervise the day-to-day operations of the Accounts Payable team.
  + Ensure HSV employees are trained in and adhere to established policies and procedures and work practices are consistent with accounting principles.
  + Provide effective leadership and promote staff development initiatives.
  + Delegate responsibilities to direct reports as required.
  + Provide leadership and motivate staff to provide quality customer service.
  + Ensure that all telephone and e-mails queries received from suppliers and internal stakeholders are addressed in a timely manner.
  + Ensure full adherence to relevant policies and procedures.

### General responsibilities

* + Perform supplier statement reconciliations monthly to ensure data integrity of the sub-ledger.
  + Review of invoice batches to ensure accurate data entry.
  + Ensure that processed invoice batches are electronically scanned.
  + Other duties as required

### Leadership

* + Foster a workplace culture that is consistent with HSV’s organisational culture emphasising organisational values.
  + Maintain strong lines of communication, both formal and informal, with Senior Leadership Team, Executive Leadership Team and key HSV stakeholders to ensure the smooth operation of the organisation.
  + Support organisational change and growth as requested to assist HSV in fulfilling its legislative functions in line with its Strategic Plan.

### HSV Values and Cross Functional Collaboration

* + Establish and maintain strong working relationships with key individuals and groups across HSV’s stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV’s values.
* Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
* Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
* Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
* Uphold HSV values:
  + - We are customer-focused; we focus on customer and patient outcomes
    - We keep it simple; we strive for efficient and effective ways to achieve our goals
    - We are collaborative; we work as a team toward common goals
    - We take responsibility; we challenge the status quo. We are responsible for our behaviours, actions, and results
    - We inspire confidence; we do the right thing. We are open, honest, and trustworthy

### Data Security

* + Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.

While the principal duties of this position are as above, the Accounts Payable Manager may be required to undertake other duties from time to time.

**Qualifications and Experience Required**

Academic

* + - Diploma or Degree in Accounting or related discipline or working towards same

Experience

* + - Demonstrated experience in an accounts payable position and understanding of accounts payable issues
    - Oracle e-Business experience – preferable
    - Proven knowledge of standard Accounts Payable practices and procedures
    - Demonstrated ability to lead and manage employees to provide effective Accounts Payable services
    - Excellent interpersonal skills, including an ability to acquire information and influence others with diplomacy, tact and discretion and to engage internal and external stakeholders at all levels with respect and confidence.
    - Ability to work as a member of a team and collaborate effectively with internal and external stakeholders, as well as the ability to work in a self-directed manner, take initiative, and work independently when required.
    - Strong analytical and problem solving skills including the ability to identify issues and develop solutions.
    - Outstanding organisational skills including the ability to manage and prioritise multiple concurrent tasks, meet tight deadlines and to work in an independent, flexible manner where required.
    - Excellent written and verbal communication skills with the ability to engage with a broad range of stakeholders (both internal and external) both in the provision of information, support and advice
    - Demonstrated customer service/administrative experience
    - Excellent working knowledge across the Microsoft Office suite with advanced skills in Microsoft Excel
    - Proficiency in the use of Windows based applications (particularly spreadsheets and databases

Personal

* + - Highly developed interpersonal skills and demonstrated ability to communicate effectively. Ability to work closely with other team members and to engage stakeholder, both internal and external.
    - Ability to work within a high-volume transaction and diverse business environment
    - Excellent time management skills, flexibility, and an ability to work unsupervised and under pressure
    - Excellent attention to detail with high quality data entry and typing skills
    - Strong ability to manage multiple suppliers at one time with a strong focus on high service delivery standards
    - Ability to foster collaborative working relationships
    - Self-motivated and pro-active achiever able to meet deadlines
    - Proven ability to train and mentor direct reports
    - Task oriented with a strong ability to work autonomously
    - Able to uphold ethical standards and values, and to act with integrity.