

## Accounts Payable Officer

Reports to Accounts Payable Manager  
Band Band Classification Level 3, Health Purchasing Victoria Enterprise Agreement 2018

### Position summary

The Accounts Payable Officer at HealthShare Victoria is role is responsible for processing and completing all stages of the supplier invoice administration cycle for HealthShare Victoria whilst undertaking administration activities for the Accounts Payable team. Reporting to the Accounts Payable Manager, this role will be responsible for addressing supplier and employee queries, performing supplier reconciliations and other ad-hoc duties as required.

### Specific Duties and Responsibilities

#### Accounts Payable Processing

- Process all supplier payments accurately and in accordance with agreed KPI's.
- Ensure all supplier invoices are date-stamped when received by Accounts Payable.
- Process supplier invoices of receipt by Accounts Payable.
- Review supplier invoices and match to goods receipt in Oracle in accordance with Accounts Payable procedures.
- Contact suppliers as required in the case of non-quotation of Purchase Order (PO) on invoices, to request updated invoices with PO number disclosed.
- Process price and quantity variances in accordance with Accounts Payable procedures.
- Ensure full adherence to relevant policies and procedures.
- Ensure that all telephone and e-mails queries received from suppliers and internal stakeholders are addressed timely.
- Perform monthly supplier statement reconciliations to ensure data integrity of the sub-ledger.
- Review invoice batches to ensure accurate data entry.
- Ensure processed invoice batches are electronically scanned.
- Complete other duties as required or directed by the Accounts Payable Manager

#### 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 Officer may be required to undertake other duties from time to time.

## **Qualifications and Experience**

### **Academic**

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

### **Experience**

- Experience working in an Accounts Payable or finance/business administration role
- Oracle experience – preferable
- Excellent high-volume data entry skills
- Strong customer service/administrative skills and experience
- Strong written and verbal communication skills with the ability to engage with a broad range of stakeholders

- Demonstrated experience in an accounts payable position and understanding of accounts payable issues
- Current high-level working knowledge of, and intermediate to 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
- Ability to manage multiple suppliers at one time with a strong focus on high service delivery standards
- Self-motivated and pro-active achiever able to meet deadlines
- Task oriented with a strong ability to work autonomously
- Able to uphold ethical standards and values, and to act with integrity.