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| Role | Accounts Payable Officer |
| Reports to | Accounts Payable / Accounts Receivable Manager |
| Direct reports | Nil |
| Band classification | Band 3, HealthShare Victoria Enterprise Agreement 2023 |
| Date approved | January 2025 |

1. HealthShare Victoria (HSV)

HSV was established on 1 January 2021 as a commercially oriented independent provider of supply chain, procurement and corporate shared services to Victoria’s public health sector.

HSV’s purpose is to partner with Victoria’s public health services and suppliers to support better value for the public health sector and better outcomes for their patients.

Our focus is on the end-to-end supply chain needs of health services, including operating the State Supply Chain, to ensure Victoria’s public health services have access to goods that may be in higher demand or difficult to access. Under the Health Services Act 1988 (Vic), we administer compliance-related functions, and work with health services to assist them in meeting compliance and probity obligations.

As a customer-focused service organisation, we concentrate on providing services that our public health service customers can rely on, and our work supports our health service customers in delivering safe, high-quality and sustainable healthcare for all Victorians.

1. Position summary

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

1. Specific duties and accountabilities
	1. Role/team description
		1. Process all supplier invoices accurately and in accordance with agreed key performance indicators.
		2. Ensure all trade invoices are actioned and scanned in KESTO when received by Accounts Payable.
		3. Action enquiries to the Accounts Payable mailbox.
		4. Review supplier invoices and match to goods receipted in Oracle in accordance with Accounts Payable procedures.
		5. Contact suppliers as required in the case of non-quotation of Purchase Order (PO) on invoices, to request update invoices with PO number disclosed.
		6. Process price and quantity variances in accordance with Accounts Payable procedures.
		7. Ensure full adherence to relevant policies and procedures.
		8. Ensure that all telephone and e-mails queries received from suppliers and internal stakeholders are addressed in a timely manner.
		9. Perform monthly supplier statement reconciliations to ensure data integrity of the sub-ledger.
		10. Review invoice batches to ensure accurate data entry.
		11. Ensure processed freight charges are prepared for weekly approvals.
		12. Complete other duties as required or directed by the AP / AR Manager
	2. Leadership
		1. Foster a workplace culture that is consistent with HSV’s organisational culture emphasising organisational values.
		2. Maintain strong lines of communication with key HSV stakeholders to ensure the smooth operation of the organisation.
		3. Support organisational change and growth to assist HSV in fulfilling its legislative functions in line with its Strategic Plan.
	3. BeSafe
		1. Support the implementation of the BeSafe strategy to improve safety culture and outcomes across the business.
		2. Support the development of risk assessments and management of safety across HSV
		3. Help coordinate BeSafe activities, forums, and training to help create a robust safety culture at HSV.
		4. Actively engage with team members to communicate, educate, and facilitate awareness of risks and to mitigate adverse incidents and achieve positive safety outcomes.
		5. Promote Health and Wellbeing Committee (HAWC) initiatives across portfolio.
		6. Take reasonable care for your own safety and act in a safe manner to reduce risk to others.
		7. Work in accordance and cooperate with HSV BeSafe policies, procedures, and safe work practices. Attend any BeSafe activities, forums, and training to help create a robust safety culture at HSV.
		8. Report hazards, incidents, and injuries in a timely manner, and alert your manager or OHS/BeSafe committee member to any unsafe practice. Take part in actions to eliminate hazards.
		9. Take affirmative action to ensure your own safety such as wearing the required personal protective equipment, follow organisation COVID procedures, adhere to cleanliness requirements and take part in any required attestations.
		10. Seek information and advice, when necessary, when carrying out any new or unfamiliar work. Do not undertake work outside your skill set, knowledge, or licence.
	4. HSV values and cross functional collaboration
		1. 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.
		2. Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
		3. 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.
		4. 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.
		5. Uphold HSV values:
			1. Customer-centric; We work with our customer and put them at the centre of our decision making.
			2. Solutions-focused; We work together to find the best operational and commercial outcomes.
			3. Accountable; We do what we say we will do
			4. Respectful; We treat people the way we would like to be treated and work together in a safe, kind and honest way.
			5. Open; We welcome new ideas and change as we continue to learn and grow.
	5. Data security
		1. Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to the IT Service Management team.
	6. Other duties
		1. 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.
2. Qualifications and Experience Required
	1. Academic
		1. Diploma or Degree in Accounting or related discipline or working towards same
	2. Experience
		1. Experience working in an Accounts Payable or finance/business administration role
		2. Oracle experience – preferable
		3. Excellent high-volume data entry skills
		4. Strong customer service/administrative skills and experience
		5. Strong written and verbal communication skills with the ability to engage with a broad range of stakeholders
		6. Demonstrated experience in an accounts payable position and understanding of accounts payable issues
		7. Current high-level working knowledge of, and intermediate to advanced skills in Microsoft Excel
		8. Proficiency in the use of Windows based applications (particularly spreadsheets and databases
	3. Personal
		1. Highly developed interpersonal skills and demonstrated ability to communicate effectively. Ability to work closely with other team members and to engage stakeholders, both internal and external.
		2. Ability to work within a high-volume transaction and diverse business environment.
		3. Excellent time management skills, flexibility, and an ability to work unsupervised and under pressure.
		4. Excellent attention to detail with high quality data entry and typing skills.
		5. Ability to manage multiple suppliers at one time with a strong focus on high service delivery standards.
		6. Self-motivated and proactive achiever able to meet deadlines.
		7. Task oriented with a strong ability to work autonomously.
		8. Able to uphold ethical standards and values, and to act with integrity.
	4. Location(s) for Work
		1. Primary:
			1. 50 Lonsdale Street, Melbourne VIC 3000; and
		2. Secondary:

i. Distribution Centre: Ordish Road, Dandenong South, Victoria

ii. Distribution Centre, Foxley Court, Derrimut, Victoria

As relevant the role may be required to “work from home” from time to time.