

Position Description

Position Title	Accounts Officer
Portfolio	Executive and Corporate Services
Reports To	Finance Manager
Employment Type	Full-Time
Location	West Leederville

Team Overview

This position sits within the Finance team, which is responsible for financial transactions, financial reporting, related compliance and supporting the organisation with transactional needs.

Position Purpose

The Accounts Officer is responsible for all Accounts Payable modules, process and payment activities, providing assistance the the Accounts Receivable function and other transactional activities, as required.

Key Accountabilities

Accounts Payable	<ul style="list-style-type: none"> Responsible for the Accounts Payable Ledger consisting of supplier details, transactions and balances. Validate and process purchase orders, supplier invoices and credit notes. Liaise with suppliers to resolve queries Responsible for reconciling the Accounts Payable module to general ledger control account. Prepare batch payments for weekly payments Administration of the expense management systems and provide support to WALGA users Preparation of monthly expense statements.
Accounts Receivable	<ul style="list-style-type: none"> Provide assistance as required, to the Accounts Receivable function which will include: Managing the Accounts Receivable Ledger Matching customer receipts to the appropriate transaction Generate customer invoices Monitor and action the Accounts Receivable emails Reconciling the Accounts Receivable module to general ledger control account.



	<ul style="list-style-type: none"> • Monitor and manage outstanding debts, including following up on overdue accounts
Compliance and Controls	<ul style="list-style-type: none"> • Apply validation checks to supplier invoices including verification of CST, computations, accounting codes and authorisations. • Ensuring general compliance with financial policies and procedures and assist with auditing, as required.
Administrative Duties	<ul style="list-style-type: none"> • Monitor and action the Accounts Payable emails • Assist with month-end processes • Maintain supplier account information • Administration and maintenance of systems • Assist the Finance team with administration duties where required.

Key Relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Escalate issues, make suggestions and provide updates • Receive advice and report on progress towards business objectives and future directions • Provide advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions • Report on progress towards business objectives and discuss future directions • Proactive in providing suggestions for process improvements
Team	<ul style="list-style-type: none"> • Support a collaborative and inclusive work culture and balance the success of the organisation with individual and team goals. • Actively seek out opportunities to contribute to the broader organisation, supporting the accomplishments of teammates. • Foster a sense of unity and cooperation to achieve shared goals.
Stakeholders	<ul style="list-style-type: none"> • Manage expectations and resolve issues. • Communicate needs and facilitate routine business transactions. • Training and support of expense management systems
External	
Stakeholders	<ul style="list-style-type: none"> • Manage expectations and resolve issues. • Communicate needs and facilitate routine business transactions.



	<ul style="list-style-type: none"> • Monitor, direct and address enquiries.
Supplier/Service Providers and Consultants	<ul style="list-style-type: none"> • Manage expectations and resolve issues with service providers • Communicate needs, facilitate routine business transactions and resolve issues • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements

Key Competencies

Knowledge and Experience	<ul style="list-style-type: none"> • Demonstrated experience with all aspects of Accounts Payable. • Experience in Accounts Receivable (desirable) • Working knowledge of accounting principles and gst • Demonstrated experience with computerised accounting systems • Experience in a professional office environment
Skills	<ul style="list-style-type: none"> • Well developed keyboard and data entry skills • Developed numeracy skills • Good time management, prioritisation and organisation skills with the ability to work with minimal supervision • High level verbal communication skills • Proficient in the use of Microsoft Office 365 Suite in particular Excel
Behaviours	<ul style="list-style-type: none"> • Set a tone of integrity and professionalism within WALGA and in dealings external to WALGA. • Contribute to a collaborative and inclusive work culture and establish relationships with stakeholders, focusing on building trust and rapport. • Take ownership of work and seek opportunities to contribute proactively. • Collaborate with the team while retaining ownership and accountability of the work. • Identify opportunities and implement initiatives for ongoing improvement • Make timely and effective decisions in role, seeking advice where needed. • Shows an awareness of the principles of Workplace Health & Safety and applies them by taking care and being alert about issues in the workplace.
Values	<p>Ability to demonstrate and apply WALGA's values.</p> <ul style="list-style-type: none"> • Respect: We treat everyone with honesty, integrity, and respect. • Excellence: We are a professional organisation, delivering positive impact for members and community. • Accountable: We take responsibility and work openly and transparently to earn the trust of our stakeholders.



WALGA

	<ul style="list-style-type: none">• Collaborative: We leverage strong relationships and partnerships.• Innovative: We constantly strive to improve, innovate, and adapt.
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