

### POSITION DESCRIPTION

	Effective Date:	May 2026
<b>POSITION TITLE:</b>	Accounts Payable Officer (Part-time 0.6 FTE)	
<b>REPORTS TO:</b>	Head of Finance <i>Assistant Accountant for day-to-day responsibilities</i>	
<b>EXPERIENCE AND QUALIFICATIONS:</b>	<p><b>1. Relevant Technical expertise, including:</b></p> <ul style="list-style-type: none"> <li>• Substantial practical experience in accounts payable function within a mid-sized business.</li> <li>• Familiarity with automated accounts payable systems is highly desirable (Alii).</li> <li>• Practical application with databases as well as MS Office suite (excel, word, outlook).</li> <li>• Experience working in a school or not for profit organisation preferred but not essential</li> </ul> <p><b>2. Skills and Attributes:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated flexible approach to the role and the ability to multi task and problem solve in a dynamic, people focused environment.</li> <li>• Strong attention to detail and accuracy.</li> <li>• Excellent organisational and time management skills.</li> <li>• Ability to work collaboratively in a team environment.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Proactive approach to problem-solving and process improvement.</li> <li>• Driven by a genuine customer service ethos.</li> <li>• Ability to maintain strict confidence on matters associated finance.</li> <li>• Willingness to uphold the ethos and values of the School.</li> <li>• Ability to obtain a Working with Children Check.</li> </ul>	
<b>POSITION PURPOSE:</b>		
<p>The Accounts Payable Officer supports the Finance team in delivering accurate and timely payment of creditor invoices including coding, data entry and the maintenance of all filing associated with the creditors system.</p> <p>This role works closely with the Head of Finance and Director of Finance to support the ongoing optimisation and efficient operation of the automated accounts payable system. The role is supervised on a day-to-day basis by the Assistant Accountant, and contributes to ensuring accuracy, efficiency and timeliness in accounts payable processes.</p>		
<b>KEY RESPONSIBILITIES:</b>		
<p><i>Under direction of the Head of Finance complete the duties necessary for the day to day running of the Finance Office, including but not limited to:</i></p> <p><b>Accounts Payable:</b></p> <ul style="list-style-type: none"> <li>➤ Assist in ongoing maintenance and efficient operation of the automated accounts payable system.</li> <li>➤ Process supplier invoices, ensuring accuracy, appropriate authorisation, and timely payment.</li> <li>➤ Reconcile supplier statements on a monthly basis and investigate and resolve any discrepancies in a timely manner.</li> <li>➤ Maintain accurate and up-to-date records of all accounts payable transactions.</li> <li>➤ Support month-end closing processes relating to accounts payable.</li> <li>➤ Ensure supplier enquiries are managed professionally and responded to in a timely and effective manner.</li> <li>➤ Monitor and reconcile the School's corporate credit card (Visa) transactions, following up and resolving any discrepancies.</li> <li>➤ Provide support to the Uniform Shop with invoicing and stock entry, as required.</li> <li>➤ Manage and maintain the creditor list, ensuring its accuracy and ongoing rationalisation.</li> </ul>		

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- Maintain regular and timely communication with the Assistant Accountant, including escalation of any issues or concerns, and keep the Head of Finance appropriately informed.

**General Finance Support**

- Work closely with the Assistant Accountant, Head of Finance and Director of Finance, on finance projects and process improvements.
- Assist with internal and external audits as required.
- Contribute to the continuous improvement of financial systems and procedures.
- Work as part of a collaborative, high performing team supporting colleagues and undertaking other duties as directed by the Head of Finance.
- Work collaboratively with the Head of Finance and Director of Finance on finance-related projects and process improvement initiatives.
- Assist with the preparation for and coordination of internal and external audits, as required.
- Contribute to the continuous improvement of financial systems, processes and procedures.
- Actively support a collaborative and high-performing team environment, including assisting colleagues and undertaking other duties as directed by the Head of Finance.

**Workplace Health and Safety**

- Ensure at all times that you work in compliance with all laws, acts, regulations and internal policies outlined, as updated from time to time.

**Hours of Work**

This is a part-time position 0.6 FTE. Generally worked across 3 full days, however, consideration will be given to part-days for the right candidate.

Generally, the School's business operating hours fall between 8.00 am and 5.00 pm week days. Some flexibility of hours will be required to facilitate effective input and involvement in the full scope of the role at Perth College.