



## POSITION DESCRIPTION

<b>Position Title:</b>	Officer Accounts Payable
<b>Cluster / Business Unit / Division</b>	Business Operations & Systems
<b>Section or Unit:</b>	ANSTO Enterprise Services
<b>Classification:</b>	Band 3
<b>Position Description Number:</b>	PD-1113
<b>Work Contract Type:</b>	Administration

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### POSITION PURPOSE

The primary objective of the Officer Accounts Payable is responsible for the accurate and timely payments of invoices. The provision of consistently accurate advice and system support to all users of Accounts Payable in a timely manner is imperative. The Officer Accounts Payable is part of the Financial Support Services Team.

### ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

This role sits within Business Operations & Systems which has a number of distinct activities:

- Finance, accounting administration and controllership, treasury, supply chain and procurement support
- Quality organisational improvement leadership, advice and support
- Commercial financial systems and process support and analysis
- Government accounting and budgeting / reporting
- Client based enterprise systems leadership and support
- Consulting operational support
- Governance in the areas of compliance, risk and audit
- Day to day IT service delivery and support and execution of large capital projects in accordance with understood practices and architectures

ANSTO Enterprise Services (AES) comprises four key groups:

- HR Shared Services and Payroll which provides services that manage the lifecycle of people at ANSTO including recruitment, on-boarding\candidate screening, security, HR, medical, benefits and compensation, payroll, cross-boarding and off-boarding.
- Financial Support Services which provides transactional business financial services to support operations of ANSTO, including accounts payable, accounts receivable, asset management, Financial & Management accounting and expense management and tax services.
- Sourcing and Procurement Services to support the various areas of ANSTO including end to end strategic sourcing, tender management, vendor/supply management and procurement.
- Logistics and Warehouse Services to support the various areas of ANSTO including end to end delivery and operation storage of assets and products, movement of assets and products, stores, warehouse management, stock takes, spare parts management, dispatch and delivery.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

The key accountabilities for this position include:

- High volume processing of invoices, including vendors, overseas invoices, and cab charge whilst ensuring accuracy and attention to detail.

- Act as a central point of contact for all customer (internal and external) and supplier enquiries providing advice and information in a timely fashion
- Resolve customer complaints in timely fashion. Refer complex complaints to Supervisor as required
- Process month end reporting
- Process adhoc and weekly payment runs
- Manage list of suppliers
- Complete Supplier statement reconciliations
- Establish and maintain KPI dashboards and registers as required. Ensure data is accurately recorded, to allow senior officers to use it in making decisions.
- Develop, monitor and review current practices and processes within the Accounts Payable group providing recommendations and solutions for continual improvement of the services provided
- Contribute to the Financial Support Services team by undertaking and delivering special projects relating to continual process improvement as directed.
- Develop and document standard procedures for work within the system environment to maintain records of changes to systems in accordance with ITS policy and consistent with ANSTO's quality management system
- Ensure all AP records are maintained to meet organisation and statutory requirements
- Undertake additional duties as required and during periods of leave of other staff.

### Decision Making

- The position is fully accountable for the accuracy, integrity and quality of the data provided regarding the accounts payable function within AES.
- The Officer Accounts Payable may at times be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

### Key Challenges

The major challenges for this position include:

- High volume of invoices due for processing will require excellent time management.
- Close attention to detail to ensure correct payments are made within specified payment deadlines.
- Issues with payment processing will need to be communicated promptly to stakeholders and will require immediate resolution.
- As electronic processing and other continuous improvements are required within ANSTO, customer expectations and needs will need to be met and managed efficiently and courteously.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager/Executive	<ul style="list-style-type: none"> <li>• Escalate issues and propose solutions</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Provide expert advice and analysis on a full range of matters</li> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Support team members and work collaboratively to contribute to meet AES objectives</li> <li>• Negotiate and resolve conflicts</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

<b>External</b>	
Vendors/Suppliers	<ul style="list-style-type: none"> <li>• Provide high levels of customer service by responding to queries and providing accurate information</li> </ul>
ANAO	<ul style="list-style-type: none"> <li>• Participate in audits by providing information regarding procedures and practices.</li> </ul>

## **POSITION DIMENSIONS**

The position's key internal customers include all ANSTO staff and the accounting operations and financial accounting teams. The incumbent will liaise with all external customers in terms of account inquiries and payments.

<b>Staff Data</b>	
Reporting Line	Reports to the Manager Financial Support Services
Direct Reports	Nil
Indirect Reports	Nil

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

## **ORGANISATIONAL CHART**

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Accounting certificate or equivalent qualification in a related field
2. Demonstrated experience in a similar role
3. Well developed verbal and written communication skills
4. Ability to meet regular deadlines and work under pressure
5. Proven ability to work within a team however you must be able to work without close supervision
6. Knowledge of computerised accounts payable system, however working knowledge of SAP would be an advantage
7. Experience with PC applications (word processing, spreadsheets, email)
8. Strong customer service skills

- 9. Must have flexible approach to work and the ability to apply judgement to manage conflicting priorities

**VERIFICATION**

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

<b>Line Manager</b>	<b>Delegated Authority</b>
Name:	Name:
Title:	Title:
Signature:	Signature:
Date:	Date: