

Job Description: Accounts Payable Officer

About the Property Council	The Property Council of Australia is the champion of Australia's largest industry that employs 1.4 million Australians and shapes the future of our cities. Our members include large and small companies which invest, own, manage and develop all forms of property as well as providers of professional services to the industry.
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Position	Accounts Payable Officer
Business Unit & Location	Business Innovation, Sydney
Reports to	CFO, Head of Business Innovation and Company Secretary
Direct reports	None

Position Purpose	<p>Providing accurate and timely processing of accounts payables to ensure Property Council is optimising its business performance.</p> <p>Proactively identifying and addressing issues relating to the accounts payable process, and to work with other members of the business to ensure the integrity of the data within the finance system.</p>
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Relationships	
Key Internal Relationships	<ul style="list-style-type: none"> Project Accountant Finance team Executive Committee Commercial Manager
Key External Relationships	<ul style="list-style-type: none"> External suppliers Auditors

Key responsibilities and tasks		
Key responsibility area	Key tasks	Measure of success
Accounts payable	<p>Provide on time and accurate processing of weekly payment runs for EFT, BPay and credit cards.</p> <p>Ensuring accurate payables input, verifying general ledger coding, accurate treatment of GST, and invoices are appropriately authorised according to the requisite levels within the authority matrix.</p> <p>Timely and accurate corporate credit card processing and administration via Concur.</p> <p>Reconciliation of aged creditors listing to general ledger.</p>	<p>Performance on KPIs around delivery.</p> <p>Supplier statement reconciliation.</p> <p>Accuracy and accessibility of records and data.</p> <p>Internal and external customer satisfaction.</p> <p>Positive feedback from CFO</p>

	<p>Assist suppliers with queries related to payments and outstanding balances.</p> <p>Ensure accuracy of payment terms within system.</p> <p>Assist with daily bank reconciliations</p> <p>Support optimal cash-flow through maximising supplier terms.</p> <p>Maintain all files and records in an accurate manner to ensure ease of retrieval information.</p> <p>Support month-end close tasks and general ledger reconciliations</p> <p>Other tasks that may be reasonably requested.</p>	
Finance team support	<p>Undertake ad hoc or project tasks from time to time. This could include:</p> <ul style="list-style-type: none"> - basic accounts receivable tasks, and - reconciling the closing of events 	<p>Accuracy and accessibility of records and data.</p> <p>Support to finance team in peak periods with positive feedback from team members</p>
Continuous improvement	<p>Analyse processes and provide input to continuous process improvement and automate processes.</p> <p>Work closely with staff to implement and standardise processes to ensure maximum efficiencies.</p> <p>Identify and drive continuous improvement initiatives.</p>	<p>Ability to meet deadlines through periods of procedural change.</p> <p>Number of initiatives identified and the relative benefits of each in terms of quantitative and qualitative improvements.</p>
People and Culture	<p>Proactively champion and role model a one-company culture and our company values.</p> <p>Promote a high performance and accountability culture.</p>	<p>Consistent demonstration of an energised, collaborative and ownership mindset.</p>

Requirements including essential criteria

Experience and skills	<p>Demonstrated active questioning and listening skills to confidently and professionally diagnose and solve problems.</p> <p>Ability to ensure messages are communicated to appropriate parties.</p> <p>Strong communication skills and ability to adapt communication style to audience.</p> <p>High attention to detail.</p> <p>Excellent time management skills and ability to prioritise.</p> <p>2-3 years' experience in end to end payables functions within a commercial or not-for-profit environment.</p>
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Education	Relevant tertiary education in commerce or finance
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