

Position description

Position title: Accounts Payable Officer

Date of last revision: June 2017

1 Purpose

Reporting to the Chief Financial Officer, the Accounts Payable Officer is jointly responsible for maintenance and accuracy of GP Synergy's accounting system primarily through the accounts payable functions.

2 Essential duties and responsibilities

Essential duties and responsibilities include the following, other duties may apply;

2.1 Accounts payable and expense claims

- a) collate supplier invoices into payment runs, streamlining payment processes wherever possible
- b) schedule payments into banking payment system for authorisation and payment
- c) process GP registrar reimbursement and expense claims, checking validity and quantum of claims
- d) enter all payments into the accounting system, coding appropriately
- e) review aged payables report, identifying any issues with non-payment of suppliers.

2.1 Other tasks as specified by the Chief Financial Officer.



3 Task specification

TASK NAME	% TOTAL WORK
Accounts payable	95%
Other tasks as specified by the Chief Financial Officer	5%
TOTAL	100%



4 Distinguishing factors and competencies

4.1 Skills and other attributes

AREA	DESCRIPTION	COMPETENCY LEVEL REQUIRED
SKILLS		
Computing	Medium to high level office computing skills including MS Office applications:	
	• Word processing	High
	• MS Excel	Very high
	• MS Outlook	High
	• Adobe	Medium
	• Accounting software, eg MYOB	Very high
	• Web browsing	High
• Other as required		
Communication	Written and oral communication skills	High
	Interpersonal skills	High
	Problem solving skills	Very high
Customer service	External customer service skills	Very high
	Internal customer service skills	Very high
Coordination	Time management - ability to handle multiple tasks simultaneously	Very high
	Organisational and planning skills and the ability to plan and prioritise work to meet deadlines	High
	Looks for ways to improve quality and demonstrates accuracy and thoroughness in work produced	High
	Document and electronic filing systems	Very high
Analytical	Synthesises complex or diverse information	High
	Financial and accounting skills	Very High
	Demonstrates ability to make calculated decisions	High
Accounting and financial	Accounting and financial skills	High
	Demonstrates attention to detail	Very High
	Planning, forecasting and reporting skills	Medium
ATTITUDE AND RECOMMENDED CHARACTERISTICS		
Attitude and recommended characteristics	Propensity towards internal and external customer service	Very high
	Propensity towards being organised	Very high
	Works well in a team environment	Very high
	Propensity towards flexibility	High
	Keeps focussed and organised under 'reasonable' pressure	High
	Reacts well under 'reasonable' pressure	High

	Demonstrates respect for internal and external stakeholders and upholds organisational values	High
	Demonstrates persistence and overcomes obstacles	High
	Maintains professionalism and a positive and courteous manner	High
	Demonstrates sound work ethic	Very high
	Is reliable and dependable	Very high
	Displays initiative and volunteers readily	High
	Monitors own work to ensure quality	High
	Undertakes and participates in self-development activities	High
	Exhibits an affirmative approach to the requirements of the role and organisational activity	High
	Is able to undertake tasks with a high attention to detail	High
	Takes pride in presentation, quality and efficiency of work	Very high
COMPLEXITY		
Complexity	Requires a high degree of customer service and organisational skills	High
	Performs a variety of tasks in a multidisciplinary environment	Medium
	Requires high level degree of judgment to perform a variety of job tasks that involve reference to multiple sets of standards and policies and confidentiality requirements	High
	Ability to cope with competing priorities and resources	High
	Ability to remain current with best accounting practices and changes in legislation and regulatory requirements	High
SUPERVISION		
Supervision	Requires the ability to be self-directed and work in a team	High
	Has the ability to work unsupervised	Very high
SAFETY		
Safety	Observes safety and security procedures	Very high

4.2 Knowledge

Knowledge of accounting and accounting software packages.

Knowledge of accounting data entry.

A sound understanding and proficient knowledge of other relevant standards, legislation, policies and procedures as applicable to this role.



4.3 Working conditions

- performing multidisciplinary job functions in a relatively stable work environment
- occasional disagreeable elements such as managing the co-ordination of competing tasks and priorities
- involves ad-hoc travel to carry out the responsibilities of the role.

4.4 Physical demands

Medium work demands of an office environment. Off-site events from time to time.

4.5 Communicates with

- Management
- Administration staff
- Registrars, supervisors and practice staff
- Customers and suppliers

4.6 Scope of authority

- Reports directly to the Chief Financial Officer (CFO) under the matrix reporting structure.

5 Qualifications

5.1 Education

- Formal qualification in accounting or bookkeeping is desirable.

5.2 Experience

- Min 3 years experience in bookkeeping role, using accounting software (eg MYOB)

5.3 Other qualifications/licences

- Unrestricted motor vehicle licence (not essential)

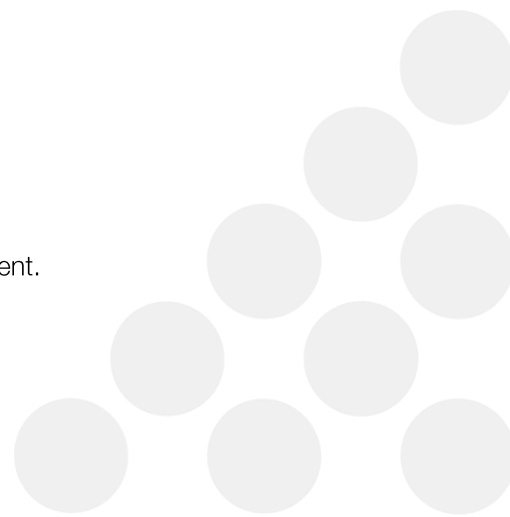
6 Document Information

6.1 Source Documents and Cross References

GP Synergy Policies, Procedures and Employment Contract

6.2 Revision history

The following table shows the changes that have been made to this document.





GP SYNERGY

advancing medical training

REVIEWER	DATE	COMMENTS
AW & CW	June 2017	Developed

