

## Annexure 1 – Position Profile

<b>Designation:</b>	<b>Accounts Payable Officer</b>
<b>Reporting to:</b>	Finance Manager
<b>Supervises:</b>	None
<b>Based in:</b>	Subiaco Head Office, Perth WA

### Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 31 sanctuaries in which we own or manage in partnership, covering a total of more than 12.9 million hectares across Australia. With a focus on practical land management, informed by world-class science, AWC is implementing a dynamic new model for conservation.

AWC's mission - to deliver effective conservation for all native animal species and their habitats - is achieved by:

- **Operations** - delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.
- **Science** - delivering a nationally coherent program of ecological surveys with a focus on monitoring key conservation assets and threats, conducting applied research relevant to wildlife conservation, implementing conservation programs including reintroductions, and providing advice to management.
- **Fundraising** - mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

### AWC values:

AWC's work is directed at achieving our mission and is guided by the following values. At AWC, we are:

- Accountable – taking ownership of our actions and outcomes
- Informed – working together to acquire and apply evidence, knowledge and experience
- Respectful – demonstrating care, recognition and integrity
- Dedicated – committed to delivering effective outcomes, with resilience and tenacity
- Innovative – applying creative thinking for effective solutions
- Sustainable – delivering long-term financial and ecological viability

OneAWC is defined as 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common

purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all of AWC working collaboratively with each other.

**Values of AWC:**

AWC's work is directed at achieving our mission – the effective conservation of Australia's wildlife and their habitats – and is guided by the following values. At AWC, we are:

- **Respectful** – demonstrating care, recognition and integrity
- **Informed** – working together to acquire and apply evidence, knowledge and experience
- **Dedicated** – committed to delivering effective outcomes, with resilience and tenacity
- **Innovative** – applying creative thinking for effective solutions
- **Accountable** – taking ownership of our actions and outcomes
- **Sustainable** – delivering long-term financial and ecological viability

**Critical competencies/experience:**

1. Prior experience in an Accounts Payable role preferable or working within the finance department of AWC.
2. Effective communication skills using email, telephone and in person.
3. Demonstrated ability to build rapport with internal staff and external suppliers to support the Accounts Payable process.
4. Excellent organisational skills with a demonstrated ability to maintain a predictable, efficient, accurate and timely process.
5. Proven ability to apply a corporate purchasing/procurement policy and to identify and implement process improvements.
6. Experience using TechnologyOne Financials or similar accounting system is preferable.
7. Proficiency in using standard business software packages (including Excel, Word and Outlook).
8. Demonstrated ability to act as part of a team or, as required, independently.
9. A strong interest in (passion for!) the conservation of Australia's wildlife and habitats.
10. A solid work ethic including a willingness to additional hours as required.

**Responsibilities:**

<b>1. Accounts Payable (AP)</b>
Key activities and responsibilities: <ul style="list-style-type: none"><li>• Process supplier invoices and employee reimbursements in an accurate and timely manner, in accordance with AWC's procurement policy.</li><li>• Reconcile periodic supplier statements and resolve outstanding balances.</li><li>• Resolve queries with AWC staff and external suppliers in a timely and respectful manner.</li><li>• Drive compliance of AWC's Procurement Policy through collaborating and education of AWC staff and external suppliers on process and procedure.</li><li>• Monitor AWC's <i>Approval to Purchase Register</i> and financial delegation limits.</li></ul>

## **2. Payment**

Key activities and responsibilities:

- Process weekly EFT and BPay payment runs in a predictable, accurate and timely manner.
- Enter direct debit payments into TechOne.
- Prepare International Money Transfers as required.
- Prepare Director EFT payment approvals for high-value payments.

## **3. Supplier Account Maintenance**

Key activities and responsibilities:

- Prepare credit applications for new suppliers.
- Maintain existing supplier details and configuration in TechOne.
- Develop and maintain a preferred supplier list for national, regional and local AWC purchasers.

## **4. Purchase orders**

Key activities and responsibilities:

- Prepare, receipt and back-order centrally processed purchase orders.
- Monitor system reporting including field prepared purchase orders for invoice matching.

## **5. Balance Sheet Reconciliations**

Key activities and responsibilities:

- Participate in reconciliation of the AP subsidiary ledger to the general ledger.
- Assist in reconciliation of AWC's central disbursement bank account.
- Reconcile PAYG remittance for ATO to the AP subsidiary ledger on a fortnightly basis.

## **6. Undertake other tasks, as required.**

Key activities and responsibilities:

- Banking of donation and non-donation cheques and cash.
- Import daily purchase card data into TechOne.
- Assist in balance sheet reconciliation and raising of general journal entries as required.
- Participate in the preparation for annual external audit.
- Assist other members of the Finance team as required.