

Annexure 1 – Position Profile

Designation:	Accounts Payable Officer
Reporting to:	Financial Accountant
Supervises:	None
Based in:	Subiaco Head Office, Perth WA

Organisational context:

AWC is a pragmatic global conservation leader, restoring landscapes and providing hope for Australian wildlife. Guided by science, AWC delivers measurable conservation impacts at scale to secure the future of our most endangered species.

At AWC we are inspired by the unparalleled richness of Australia's wildlife and we are united by our determination to protect its unique animals and landscapes. It is our mission to effectively conserve all Australian wildlife and habitats and our vision is for a world where Australia's biodiversity is valued and effectively conserved by an engaged community.

The delivery of AWC's mission is highly reliant on all AWC working collaboratively with each other as a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders.

AWC values:

AWC's work 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 '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 AWC working collaboratively with each other.

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:

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