

Position Description

Accounts Payable Officer

Location:	Milton	Reports To:	Business Operations Manager
PD Date:	September 2021	Salary Range:	Negotiated

About us

Act for Kids is a prominent provider of free prevention, professional therapy and support services for children who have suffered abuse and support for families at risk. With over 25 centres nationally, we have supported thousands of children and their families for more than 30 years. In 2019 - 2020 we provided services to 44,894 people, including over 29,000 children.

Our unique multidisciplinary teams provide integrated therapy, sexual abuse counselling, safe houses in remote Indigenous communities, information, advice and referral services, intensive family support and preschools designed for children with additional development needs to ensure we set them up for success at school.

About our commitment

- Our vision is that all kids have a safe and happy childhood, free from abuse and neglect.
- We are a child safe organisation and all children who come into contact with our services will be provided with a welcoming and safe service.
- We prioritise working with Aboriginal and Torres Strait Islander peoples to grow our cultural expertise and deliver excellent services to children, families and communities.
- We endeavour to provide a work environment that ensures the health, safety and wellbeing of all team members is embedded in our everyday work practices.

About our values

At Act for Kids our exceptional organisational culture is aligned to our values. You will be part of a **team** that is **professional, ethical, caring, courageous** and **collaborative** and we expect you to demonstrate these behaviours throughout your career with us.

About the position

This job is about administering and processing accounts payable and assisting with banking and other bookkeeping and administrative functions.

Key responsibilities

- Ensure that all accounts payable transactions and payments are processed in a timely manner and accompanied by appropriate supporting documentation.
- Ensure that all regional accounts payable officers understand and adhere to financial policies and procedures through training, guidance and support.
- Monitor and manage aged payables to ensure the minimisation of outstanding creditors.
- Review related general ledger transactions to ensure accuracy.
- Assist with banking related duties.
- Assist with administrative office duties including filing, scanning and answering phone calls.
- Ensure the electronic storage of all relevant financial documents.
- Develop, document and implement policies, procedures and practices, relevant to the role and contribute to continuous improvement initiatives.
- Maintain accurate records for audit purposes.
- Comply with all Act for Kids policies and procedures.
- Maintain confidentiality and privacy in all matters relating to team members, clients, and procedures.

- Fulfil other tasks that your manager/s may reasonably ask you to perform.
- Act as a client/customer focused, values based team member and work collaboratively with other staff to achieve strong results across all activities at Act for Kids.
- Ensure behaviour during all work interactions is aligned to our values of being *professional, ethical, team oriented, caring, courageous and collaborative*.

About you

Qualifications

- Evidence of accounts payable, bookkeeping or other relevant professional development, training and/or qualifications is advantageous.

Skills and experience

- At least 5 years' experience in a similar role, preferably in a large or multi-site organisation.
- Current knowledge of GST legislation.
- Competent in using accounting systems and Microsoft Office applications.
- Accuracy, attention to detail and the ability to meet deadlines.
- Highly developed written, verbal and interpersonal communication skills.
- Demonstrated problem solving ability and a proactive and positive work attitude.
- Ability to work collaboratively as part of a team and independently to take responsibility for the completion of tasks.

Other requirements

- Eligibility for a Suitability Card for Child Related Employment (Blue Card registration) or exemption based on professional qualifications and registration.
- A current driver's licence.
- Applicants must be eligible to legally work in Australia and proof of eligibility may be requested.