



POSITION DESCRIPTION

Position Title	Accounts Payable Officer – Shared Services
Current Incumbent	Recruitment in progress
Department	Finance
Location	Support Centre
Reports To (<i>Position</i>)	<i>Shared Services Team Lead, Accounts</i>
Effective Date (of PD)	March 2019

Main Purpose/ Primary Objective	<i>To provide Accounts Payable support across the Lutheran Services business</i>
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Key Accountabilities/Key Result Area	
Within the established Lutheran Services' policies, and in collaboration with relevant managers and employees, the occupant of this position will:	
<ul style="list-style-type: none">▪ Setup and maintain creditor accounts;▪ Ensure invoices are correctly recorded, processed and paid in line with supplier terms;▪ Reconcile supplier statements, expense claims, credit and debit cards;▪ Demonstrate a strong customer service focus with the ability to build and maintain stakeholder relationships;▪ Support other related activities as directed.	

Key Relationships/ Interactions	<i>This position will work closely with other Accounts Payable Officers and members of the Shared Services team.</i>
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Position Requirements (<i>Knowledge and Experience</i>)	The incumbent will have: <ul style="list-style-type: none">• A customer service focus;• A proven ability to work as part of a team through maintaining effective working relationships;• A proven ability to effectively maintain vendor relationships;• Attention to detail and an ability to process data efficiently and accurately;• Problem solving abilities;• A sound working knowledge of Accounts Payable processes;• The incumbent may hold a formal qualification in accounts administration or accounting.
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Position Dimensions (<i>only if applicable to position</i>)	
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Culture	<p>At Lutheran Services we want to build a culture that will support high performance. Our leadership team, believes a high performance culture will be characterised by:</p> <ul style="list-style-type: none"> ▪ a learning and growing environment ▪ a high achievement orientation ▪ a sharing environment - information, resources, ideas and goodwill ▪ commitment to being the best we can be ▪ humility, fairness and openness in how we go about our work. <p>All within the context of acting in the best interests of Lutheran Services, and working in accordance with our Values.</p>
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Prepared By		<i>Date</i> / /
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We certify that the content of this position description is accurate:

Incumbent's Signature		<i>Date</i> / /
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Manager's Signature		<i>Date</i> / /
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<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organisation.</p>
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