



## Job Description

POSITION TITLE:	Accounts Payable & Receivable Team Leader
LOCATION:	SAHMRI North Terrace
REPORTS TO:	Finance Operations Manager
DEPARTMENT:	Finance

### PURPOSE AND SCOPE OF THE POSITION

An integral part of the Finance team, the Accounts Payable & Receivable Team Leader ("AP/AR Team Leader") is responsible for the efficient and accurate running of the accounts payable and accounts receivable functions, including the coaching and mentoring of the Accounts Officers. The AP/AR Team Leader will play a hands-on role in the month-end accounting process.

### KEY PERFORMANCE INDICATORS

- Ensure financial transactions are processed accurately, efficiently and on time
- Ensuring all AP and AR processes can be completed by all members of the team
- Ensure AR and AP procedures are clearly documented and include step-by-step instructions on each aspect of the processes
- Respond to internal and external queries as soon as possible

### KEY RESPONSIBILITIES

The specific duties include:

- Lead a team across the AR and AP functions, acting as the point person for any day-to-day queries and ensuring the team maintains a high degree of accuracy when processing large volumes of data.
- Have detailed knowledge of the AR and AP processes to be able to support with the timely completion of tasks and responding to stakeholder queries
- Responsible for the timely and accurate preparation and processing of fortnightly creditor payment runs, performing a preliminary review of the accounts payable batch prior to approval for payment by delegated staff
- Ensure invoices are appropriately approved, matched to purchase orders, coded and authorised
- Oversee the corporate credit card expense acquittal process in Oracle and the audits of business expense claims
- Review any supplier applications prepared by the Accounts Officers
- Responsible for the accurate invoicing of customers and receipting of payments into the accounting system
- Ensure recurring AR invoices and donations are processed accurately and in a timely manner, liaising with staff across SAHMRI regularly to ensure all potential revenue is charged and collected
- Ensure information from subsidiary systems is accurately imported into the Oracle receivables module and reconciled monthly
- Monitor SAHMRI's debtors' ledger and liaise with outstanding debtors regarding payment



- Verify and process all new customer credit applications, and ongoing management of debtor records within the Oracle ERP system
- Help train staff across the organisation and answer queries relating to SAHMRI's purchasing system and invoice request process
- Assist with the preparation and processing of general ledger journals as required
- Provide input data for the preparation of the rolling cash flow forecast
- Oversee the daily reconciliation of the operating cash at bank account
- Prepare month-end reconciliations for AP, AR and all cash at bank accounts and oversee all other month-end reporting requirements across these areas
- Identify process efficiencies and potential for better utilisation of our current ERP system (Oracle)
- Participate in special projects to continuously improve processes, tools, systems and organisation
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**

## SPECIAL REQUIREMENTS

- Some out of hours' work may be required
- DSCI Employment screening checks may be required.



## Person Specification

### QUALIFICATIONS

Certificate in Business or other relevant qualification would be highly regarded but not essential

### EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstratable experience in a similar role in a busy environment across both AR and AP functions
- Proven ability to identify and successfully implement process improvements
- Have superior data entry skills and a high attention to detail
- Experience with financial and accounting software packages such as Oracle or SAP
- Understanding of the importance of creditor and debtor management
- Have competent skills in Microsoft Excel
- Be reliable, responsible and trustworthy
- Be an excellent team player with exceptional interpersonal skills
- Be customer focused
- Friendly, self-motivated person who is willing to take ownership of the role
- Have very good written and verbal communication skills
- An ability to learn/adapt quickly
- Have the ability to meet deadlines and work under pressure
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
  - **Excellence** – Bold, Driven, Dynamic
  - **Innovation** – Persistent and Focused
  - **Courage** – Collaborative and Enabling
  - **Integrity** – Embrace Diversity, Demand Equity
  - **Teamwork** – Friendly, Fast, Flexible, Fun