

## Position Description

### SECTION 1

**POSITION TITLE:** Accounts Payable Officer

**TYPE of EMPLOYMENT:** Full-time

#### KEY FOCUS OF THE ORGANISATION (WAFC Vision):

Connecting and enhancing WA communities through our great game

#### CORE VALUES

At the West Australian Football Commission, we value

- **OUR PEOPLE**  
We care for, support and develop our people  
We are one united team committed to delivering our agreed objectives  
Together we celebrate our successes and achievements
- **OUR RELATIONSHIPS**  
We deeply value the players, volunteers, stakeholders and fans of our game  
We are committed to building relationships that are enduring  
We earn trust through our behaviours and communications
- **BEING OUR VERY BEST**  
We strive to give our best every day  
We are recognised as an organisation that gets things done  
We bring passion, perseverance and a positive attitude to everything we do
- **LEADING OUR INDUSTRY**  
We respect our history as we shape our future  
We work in partnership to ensure football's success  
We aim to set the standards for our industry

#### KEY FOCUS OF THIS POSITION (Why this job exists):

To deliver excellent customer service to all stakeholders by:

- Accurately processing financial information in accordance with stated procedures and processes
- Responding in a timely manner to all enquiries from staff, customers and suppliers
- Provide support to managers and staff on relevant financial issues
- Ensure financial information is completed within the required deadlines

<b>REPORTING RELATIONSHIPS</b>		
POSITION REPORTS TO:	DEPARTMENT / BUSINESS UNIT:	DIRECT REPORTS:
Finance Manager	Corporate Services	Nil

<b>SECTION 2</b>	
<b>KEY RESULT AREAS (KRA) / KEY PERFORMANCE INDICATORS (KPI'S)</b>	
<b>KEY RESPONSIBILITIES</b>	<b>DUTIES</b>
Accounts Payable	<ul style="list-style-type: none"> <li>• Date entry processing completed in an accurate and timely manner.</li> <li>• Accurate reconciliation and allocation of payments and adjustment notes</li> <li>• Responding promptly to all supplier invoice queries and disputes</li> <li>• Ongoing reporting of supplier ledgers</li> <li>• Reconciliation of monthly statements and creditor summaries to suppliers</li> <li>• Reconciliations for major accounts</li> <li>• Working with the Finance Manager in the roll out of an automated purchase order/expenses management system, and supporting the business users in the transition</li> <li>• Acting on behalf of Finance as the key point of contact in the supplier payment and purchasing system</li> <li>• Monitoring supplier contracts, to ensure that invoices are paid in accordance to the signed contracts</li> <li>• Any other ad-hoc tasks as requested</li> </ul>
Reconciliations	<ul style="list-style-type: none"> <li>• Preparation of reconciliations of major expense accounts</li> <li>• Preparation of reconciliations of Balance Sheet accounts</li> <li>• Assist with the preparation of the audit process</li> <li>• Preparation of workpapers and reconciliations for the financial statements external audit</li> <li>• Assist with maintaining internal financial controls and procedures</li> <li>• Manage Online Credit Facility (training of staff and administration) and monthly reconciliations</li> <li>• Manage Corporate Visa Card</li> <li>• Monthly EA American Express Card Reconciliation</li> </ul>
Accounts Receivable	<ul style="list-style-type: none"> <li>• Assist with the Accounts Receivable function when required and act as back-up when other staff are on leave</li> </ul>

W AFL Club account reconciliations	<ul style="list-style-type: none"> <li>Timely and accurate monthly reconciliations to ensure that debtor and creditor balances agree between all parties, chase outstanding debts</li> </ul>
Manage personal work priorities and professional development	<ul style="list-style-type: none"> <li>Establish and meet personal priorities and work goals</li> <li>Maintain consistent personal performance in varying work conditions and work context</li> <li>Manage activities according to priorities outcomes and milestones identified in Ops plan</li> </ul>

### SECTION 3

#### COMPETENCIES REQUIRED FOR THIS POSITION:

<b>1. Technical Knowledge</b> Possess the level of technical and processing skills to preserve and/or enhance the quality of financial services provided	<b>6. Initiative</b> Taking independent action to positively influence events without receiving direct instructions whilst remaining in the limits of defined accountabilities.
<b>2. Computer literate</b> Advanced knowledge of Access, Word, Excel, Explorer, Outlook and PowerPoint.	<b>7. Planning and Organising</b> Ability to organise and prioritise a course of action for self and to accomplish goals.
<b>3. Effective Communication</b> Ability to clearly convey information and ideas through a variety of media, including presentations at meetings, in a manner that engages the audience and ensures comprehension of the message.	<b>8. Analytical Power</b> Ability to identify priorities, issues and potential problems by integrating information from different sources and drawing logical inferences and valid interpretations from the data.
<b>4. Client/Stakeholder Focus</b> Ensuring stakeholders and clients are always properly serviced.	<b>9. Judgement</b> Ability to make carefully weighted decisions and take actions based on the information available, taking situational constraints into account.
<b>5. Teamwork</b> Willingness to contribute to the team and to work effectively and cooperatively with other team members, in order to achieve team and organisational goals.	<b>10. Problem Solving</b> Ability to recognise a problem, identify possible causes, generate alternative solutions and select the most appropriate course of action giving full consideration to all factors.

#### EXPERIENCE REQUIRED TO UNDERTAKE THE POSITION:

- At least 2 years experience in a similar position
- Sound understanding of accounting processes and procedures
- Have attention to detail
- Strong data entry skills
- Strong written and oral communication skills
- ERP systems experience, Great Plains preferred
- Calm and professional disposition
- Able to work in a busy office environment that often demands high levels of concentration, while coping with frequent interruptions
- Able to work effectively in a small team with minimal management supervision
- Willingness to accept responsibility