

Position Description

Title	Manager, Accounts Payable
Business unit	Finance & Procurement
Location	130 Lonsdale St, Melbourne
Employment type	Full Time, Ongoing
Reports to	Senior Manager, Contracts & Procurement

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Manager, Accounts Payable supervises a team that processes Uniting's accounts payable in an accurate, efficient and timely manner.

2. Scope

Budget: nil

People:

- Accounts Payable Officers
- Corporate Cards Manager

3. Relationships

Internal

- Executive Leadership Team
- Senior Leadership Group
- Internal Systems Support Team - Coupa
- Escalation point for all Uniting Accounts Payable matters

Position Description

Manager, Accounts Payable

- Financial Accounting, Financial Planning & Analysis and Procurement team members
- Working collaboratively and professionally with all functions within and at all levels of Uniting

External

- Vendors/Suppliers
- External System Support teams – Coupa & Dynamics 365
- Transactional Banker
- Gift Card and Stored Value Card partners

4. Key responsibility areas

Accounts Payable Service Delivery

- Manage the end-to-end payment processes throughout Uniting. Ensure all payments to vendors are:
 - Made in accordance with payment terms.
 - Accurate and reflect amounts outstanding.
 - In line with appropriate delegated authorities.
 - Processed in accordance with Uniting policies and procedures.
- Design and implement processes within the accounts payable team that ensure superior customer service to all Business Units including:
 - Support and training in payment processes.
 - Timely feedback on issues relating to the payment of suppliers.
 - Clear lines of escalation for any unresolved issues.
- Develop KPIs to be agreed with the business in relation to service levels. Provide reporting and feedback to business units on the attainment of KPIs.
- Design and implement best practice tools, systems and processes to be shared with the business to facilitate effective and efficient payment processes. These may include consideration of different methods of payments – ie – credit cards, purchase orders, Bpay, etc.
- Manage the accuracy of the vendor database.
- Generate journals for month end reporting.

Financial Management

- Manage Accounts Payable expenses in-line with budget parameters.
- Provide support to Financial Accounting team to understand any anomalies in financial accounts that may be attributable to payments to vendors.
- Support the interim and final audit processes by investigating invoices and responding to audit queries.
- Provide support to Financial Planning and Analysis teams to identify and explain variances to budget which have occurred due to payments to vendors.
- Support the budgeting and purchasing processes through the analysis of accounts payable spend.
- Provide support to GMs and Executive Officers to understand spend occurring through payments to vendors.

People and teams

- Establish, lead, coach and inspire an engaged and productive team.
- Lead the team in improving practices and effective process governance.
- Partake in and lead business partnering efforts with the wider organisation to improve the visibility of the AP function and enhance service delivery through consultation.
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Position Description

Manager, Accounts Payable

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety).
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on your ongoing work with another organisation

5. Performance indicators

- Demonstrate servant-leadership by learning all aspects of the accounts payable function and provide close support to AP team members.
- Increase in use of Coupa for all invoice management.
- Improve team capability in the areas of Corporate Cards management, Segregation of duties and Monthly Reporting.

6. Person specification

Qualifications

- Tertiary qualifications in finance, accounting, business studies or similar preferred.

Experience

- 5+ years Accounts Payable experience in building and leading an Accounts Payable function, in a high-volume environment.
- Experience implementing and working with a range of Accounts Payable software i.e., automated expense management system, scanning solution, etc.
- Experience using Microsoft Dynamics and Coupa(preferred).

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Strong knowledge of, and experience in, Accounts Payable management practices.

Position Description Manager, Accounts Payable

- Experience in managing an Accounts Payable team through segregation of duties.
- Experience in reviewing and organising daily, weekly payment runs.
- Basic - Intermediate Project management capability to bring about changes, efficiencies and technical advice to project teams.
- Demonstrable adoption of a risk mitigation approach to transactional services.
- Good knowledge of financial processes and systems.

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: