



# Job Description

## Accounts Payable Administrator

The Accounts Payable Administrator role is responsible for undertaking Summerset's accounts payable duties.

*This job description provides an overview of the responsibilities and tasks of the role. You may be required to perform job related tasks other than those specified.*



**STRONG ENOUGH TO CARE**



**ONE TEAM**



**STRIVE TO BE THE BEST**



**BRINGING THE BEST OF LIFE**

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| <b>Business Unit</b>                   | Corporate Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Department / Team</b>               | Finance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Reporting Line</b>                  | Team Leader Accounts Payable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Contribution / Responsibilities</b> | <p>Accounts payable</p> <ul style="list-style-type: none"> <li>Responsible for accurately processing accounts payable invoices and credit notes.</li> <li>Controlling the flow of invoices during the authorisation process.</li> <li>Maintenance of the Purchase Order system.</li> <li>Reconciliation of supplier accounts and credit card statements on a monthly basis.</li> <li>Maintenance of supplier master files</li> <li>Support and respond to internal and external queries.</li> <li>Supplier statement reconciliations.</li> <li>Scanning of invoices.</li> <li>Using ABBYY (automated invoice scanning system).</li> <li>General filing and other duties as requested.</li> <li>Ad hoc finance task as and when required.</li> </ul> |
| <b>Health &amp; Safety</b>             | Be a proactive contributor to ensuring the health & safety of our people, our customers, our contractors, and our residents. This includes conforming to Summerset's safety culture expectations of an environment of zero-harm and compliance with health and safety policies and procedures.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Qualifications and Experience</b>   | <ul style="list-style-type: none"> <li>Tertiary qualification in Finance/Accounts or significant related experience</li> <li>Experience at data entry and administration activities.</li> <li>Strong knowledge of and experience in Microsoft office products including Word, Excel and Outlook.</li> <li>Good interpersonal skills</li> <li>Sound problem identification and solving skills</li> <li>Good oral and written communication skills</li> <li>Sound commercial judgement</li> <li>Flexibility</li> <li>Effective planning/prioritising skills</li> <li>Ability to work unsupervised</li> <li>Good levels of energy and drive</li> <li>Active team member</li> </ul>                                                                     |
| <b>Relationships</b>                   | <ul style="list-style-type: none"> <li>Business Performance Manager</li> <li>Finance Manager</li> <li>Team Leader</li> <li>Accounts receivable and payable team</li> <li>Other Finance team</li> <li>Village Staff</li> <li>Suppliers</li> <li>Head Office Staff</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Dimensions</b>                      | <ul style="list-style-type: none"> <li>X direct reports</li> <li>X opex / capex budget</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| <b>Values</b>                                                                                                                                                                                                                    |                                                                                                                                                                                                                                        |                                                                                                                                                                                                             |
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|  <p><b>STRONG ENOUGH TO CARE</b></p> <p>We treat our residents like family.<br/>We do what's right.<br/>We respect people as individuals.</p> |  <p><b>ONE TEAM</b></p> <p>We look out for each other.<br/>We take ownership and follow through.<br/>We share and listen to each other's ideas.</p> |  <p><b>STRIVE TO BE THE BEST</b></p> <p>We work hard.<br/>We like to win.<br/>We're always learning and improving.</p> |

| Competencies | How you demonstrate this |
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