

Role Description

Role Details	
Title	Senior Accounts Payable Officer - Processing
Manager Title	Team Lead Accounts
Directorate and Group	Finance; Organisation Support
Band	D
Date	October 2023
Approved By	Chief Financial Officer

Public Service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa

I āiane, ā, hei ngā rā ki tua hoki, he kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a Ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

About DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Role purpose

To support the Accounts Team Lead to ensure Accounts Payable transactions are processed in an accurate and timely manner, and in accordance with Department of Conservation policy.

Key working relationships

Internal	External
Accounts Team Lead Financial Accounting and Transactions Manager Purchasing Team Finance Team Embedding SAP team DOC staff	Suppliers External Auditors

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

Accountabilities

Accountability	This includes....
Support the Accounts Team Lead to deliver quality Financial and Administrative Services	Monitoring invoice processing by Accounts Payable Officers to ensure timely and accurate processing of all invoices In conjunction with the Accounts Team Lead, assigning tasks to Accounts Payable Officers to ensure all invoices are processed in a timely manner and monthly statements from Suppliers are reconciled Coaching and mentoring Accounts Payable Officers to ensure Accounts Payable practices comply with DOC policies and procedures and adhere to Accounts Payable best practice Providing guidance to Administration and Regional Staff on Accounts Payable processes Working with the Accounts Team Lead to eliminate inefficiencies and identify opportunities for system/process improvement Working with the Accounts Team Lead to identify opportunities for additional team training Undertaking User Acceptance Testing and other project work as required
Monitoring and reporting	Monitoring the performance of the OCR-scanning software and escalate issues as appropriate Reporting weekly to the Accounts Team Lead, and other stakeholders as appropriate on the status of unprocessed invoices Monitoring the E-Invoicing Portal and process invoices/resolve issues preventing processing as appropriate

Accountability	This includes....
	<p>Attending meetings to advise key stakeholders on AP processing and the status of invoice processing</p> <p>Monitoring the GR-IR Clearing Account and work collaboratively with business units and the Purchasing Team to resolve issues preventing invoices from being posted or POs from closing</p> <p>Providing back-up for the Accounts Team Lead for Payment Run processing and key account invoicing as required</p>
Build and maintain effective stakeholder and customer relationships	<p>Working collaboratively with teams across DOC and contributing effectively to cross-functional teams</p> <p>Building and maintaining effective relationships with key individuals and groups from relevant sectors and organisations</p>
Work management and delivery	<p>Delivering on tasks as set out in work plans, performance expectations, and task assignments</p> <p>Identifying critical issues and risks and ensure they are constructively raised and addressed</p> <p>Managing knowledge and information to ensure it is secure, current, and appropriate access protocols are applied</p> <p>Taking all practical steps to ensure your own safety and the safety of others in the workplace</p>

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	<p>3-4 years previous Accounts Payable experience with sound knowledge of Accounts Payable best practice</p> <p>Sound analytical and problem-solving skills</p> <p>Strong organisational skills and ability to prioritise workload to meet deadlines and operational requirements</p> <p>Ability to coach, mentor, and work collaboratively and share knowledge effectively with other team members</p> <p>Experience working in a Procure to Pay environment highly desirable</p> <p>Experience of Goods Receipt-Invoice Receipt clearing highly desirable</p> <p>Knowledge of SAP 4Hana is highly desirable, must have skills and experience of working in a large ERP system</p>
Collaboration, relationship building, communication and interpersonal skills	<p>Ability to interact productively with a wide range of people</p> <p>Recognises importance of seeking and considering other perspectives</p> <p>Able to work effectively with peers to solve problems</p> <p>Gains trust easily and supports peers</p>

Capabilities Required	
	Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of own role
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important to DOC Able to use day-to-day tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).