

# HAWKE'S BAY REGIONAL COUNCIL

## Job Description

<b>Position Title:</b>	<b>Accounts Payable Officer</b>	
<b>Group/Section Details:</b>	<b>Group:</b> Corporate Services	<b>Section:</b> Finance
<b>Responsible to:</b>	Team Leader Finance	
<b>Job Family:</b>	OS6	<b>Grade: 10</b>

### Section Aims

The Finance team is responsible for the financial functions of Council. This includes preparation of annual reports, budgets, annual and long term planning, rates, debtors and creditors services, payroll, insurance, investments and the internal job costing aspects of Council's operations.

The Finance team is responsible for:

- Timely preparation of annual reports and budgets.
- Provision of significant and timely input into annual plan and long term plan preparation and development.
- An effective, appropriate and efficient rates section.
- Provision of accurate financial information as required.
- Presenting various financial reports to Council as and when required.
- Delivering an effective and efficient debtors and creditor's service.
- Providing an effective and efficient payroll service.
- Oversees Council's insurance and investment requirements.

### Role of Accounts Payable Officer

The role of Accounts Payable Officer is to provide relevant, professional input into the roles and functions as outlined above in order to ensure the Finance team achieves its objectives. Your specific role of Accounts Payable Officer will require input which will relate to your relevant skills, the needs of the specific role and your experience but will also include activities that extend and provide for individual professional development. Expectations will be regularly discussed with you and expectations will be fair and reasonable and within the broad requirements outlined above.

### Role Expectations (Indicative examples that show the work is being done effectively)

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- Carry out the role Accounts Payable function of Council and ensuring accurate and auditable processing of invoices and within agreed time frame and are efficiently completed.
- Ensure statement reconciliations are processed and accurate adjustments are completed prior to payment run.
- Maintain a high level of confidentiality.
- Provide financial reporting when required by the Accounting team.
- Continuously maintain the Vendor database and ensure it is completed accurately.
- Develop a positive working relationship with our Vendors within the community and queries are dealt with in a positive and efficient manner
- Provide customer service at Finance counter as time and requirements allow.
- Assist with any other miscellaneous duties as required.

## **Continuous Improvement**

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your Manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your Manager.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.
- Showing a strong team commitment, as indicated by peer feedback and your Manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging others ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your Manager.
- Active involvement in decision making processes when the opportunity is made available.
- Working in a collegial manner.
- Ensure you play your respective part in good information flows between different work sections.
- Deliver on project outcomes: on time and on budget.
- Being realistic about estimating resource requirements for projects.

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- Displaying sound judgment and making responsible decisions.
- Managing public expectations and being customer focused.
- Maintaining high levels of technical skills relevant for the role.

**Health and Safety**

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- Where appropriate, advise other organisations you are working with of the known risks in the work being undertaken.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Maintaining a clean and tidy workspace.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.

**Emergency Management**

All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Co-ordinate, facilitate and ensure necessary resources are available to support the mitigation measures necessary for any emergency event as an Emergency response Logistics Manager
- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuance Plan (BCP) and its implications for your role.

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- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## Key Skills

### Knowledge

- Knowledge of accounting principles and good practice.
- Good understanding of electronic based invoicing methods
- Understanding of the requirements for internal controls and financial delegations

### Skills

- Methodical with an eye for detail and accuracy.
- Excellent interpersonal skills.

### Personal Attributes

- Committed to excellent customer service.
- Great interpersonal skills.
- Ability to work well under pressure and meet deadlines.
- Honest and positive minded.

## HBRC's Vision, Purpose and Values

**Our Vision:** A healthy environment, a vibrant community and a prosperous economy.

**Our Purpose:** We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

<b>Our Values:</b>	<b>Partnership and Collaboration</b>	We work with our community in everything we do
	<b>Accountability</b>	We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
	<b>Transparency</b>	We report on what we do and the value this delivers for our community
	<b>Excellence</b>	We set our sights and expectations high, and never stop striving to do better