



Job Title:	Accounts Payable Officer
Reports To:	Finance Manager
Direct Reports:	None
Section of School:	Ed Services
Liaises with:	Whole School Community

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Position Summary	The Accounts Payable Officer will provide an effective and efficient service in supporting the staff in the purchasing activities of the School.
Key Responsibilities and Tasks	<ul style="list-style-type: none"> • Processing supplier invoices, corporate credit card expenditure and employee expense claims accurately and in a timely manner. • Administrator for and maintenance of Alii and Flexipurchase. • Weekly and month end suppliers payment run – EFT, international • End of month supplier statement reconciliations • invoice • Trade account forms • Maintenance of supplier records • Queries from staff and suppliers • Cross over administrative support to Payroll as and when required. • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times • Ad hoc duties as and when required
Key Performance Indicators:	<ul style="list-style-type: none"> • All creditors are paid in accordance with contracted time frames. • All payments are authorised by the appropriate delegation of authority and processed to the correct cost code • All expenses are within budget • Month-end accounting processes and reconciliations are completed to meet reporting deadlines. • All accounting records are maintained to provide appropriate controls and audit trail. • Always act in a manner that seeks to enhance the safety culture of the School. • Participate in Work Health and Safety induction and training. • Other KPIs as agreed with your manager.



Selection Criteria:	<p>Education / Training</p> <ul style="list-style-type: none"> Certificate 4 in Business will be an advantage The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment National Criminal Record Checking Previous relevant work experience (2-3 years) Previous experience using custom databases and/or systems (e.g. Synergetic, end-to-end accounts payable software solution Alii, online expense management system Flexipurchase) Intermediate knowledge of Microsoft Office (in particular, Outlook, Word and Excel) <p>Personal Attributes and Values</p> <ul style="list-style-type: none"> Demonstrated attention to detail and accurate data entry skills Demonstrated initiative and is proactive Demonstrated ability to be organised and be able to prioritise. Willingness to positively and actively contribute to the Christian culture of the School.
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I understand and accept the responsibilities as outlined in this Job Description.	
Signed: [acceptance_status]	Date: [acceptance_date]
<i>This document was approved by DFA / Finance Manager October 2024</i>	

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
3	Oct 2024	Oct 2026	People & Culture	Update to FT	DFA/FM
2	Sept 2018	Aug 2020	People & Culture	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO