

***Our Mission:** Working with the Missionary Oblates of Mary Immaculate we seek to inspire both ourselves and others to 'Learn what we are in the eyes of God'. Along the path of that discovery, we seek to create a community where all feel safe, valued, respected and loved by God.*

1. POSITION IDENTIFICATION

POSITION TITLE	Administration Officer - Accounts Payable
REPORTS TO:	Finance Director
AWARD:	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Agreement 2014 (EBA). Classification: Administrative and Technical Officer.
CONDITIONS:	Ongoing, Part time – 3 days per week Days to be negotiated 48 weeks of the Year
RENUMERATION:	Determined by the applicants' qualifications and experience.

2. THE ROLE

The Administration Officer [Accounts Payable] is responsible for processing invoices, managing payments to creditors, reconciling accounts payable transactions, and ensuring compliance with College policies and procedures. The role involves maintaining financial records, reconciling accounts, and supporting compliance with internal controls and regulatory standards.

The ability to work well independently and within a team environment are key requirements, along with effective organisational and time management skills. The Administration Officer [Accounts Payable] collaborates with internal teams and external creditors, utilising technology to optimise processes and maintain high levels of accuracy and efficiency.

3. KEY RESPONSIBILITIES

Invoice Processing

- Review and verify the accuracy and completeness of creditor invoices and supporting documentation.
- Verify appropriate authorisation and coding for all invoices.
- Enter invoices into the accounting system for payment processing.

Account Reconciliation

- Reconcile creditor statements to ensure accounts are accurate and up to date.
- Investigate and resolve outstanding balances or discrepancies.
- Assist with month-end closing activities, including reconciliations and accruals.
- Maintain detailed records of transactions and reconciliations.

Compliance and Documentation

- Maintain organised records of invoices, payments and other accounts payable documentation.
- Assist with audit preparation by providing required documentation and explanations.

Process Improvement

- Identify and recommend improvements to accounts payable processes.
- Collaborate with the finance team to streamline workflows and enhance efficiency.
- Stay updated on best practices, changes in accounting regulations and technological advancements related to accounts payable processes.

Other:

- Undertake any other duties as requested by the Director of Finance
- Willingness to be support for the payroll, daily banking and bank reconciliation processes for the College.

4. SELECTION CRITERIA

- Proven experience as an accounts payable officer or similar
- Word processing and spreadsheeting skills
- Knowledge of accounts payable functions
- Familiarity with regulatory requirements related to accounts payable processes
- Excellent communication and interpersonal skills
- Strong attention to detail and accuracy
- Excellent organisational and time management skills
- Ability to prioritise tasks and meet deadlines
- Effective written and verbal communication skills
- Ability to work independently as well as collaboratively within a team

On appointment, the successful applicant will be required to:

- Obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- Have a current Working with Children Check (WWCC)
- Undergo Mandatory Reporting Training
- Undergo Staff Code of Conduct Training
- Acquire and/or maintain relevant Accreditation requirements to Work in a Catholic School
- Complete other staff training modules as requested.