



Accounts Payable Officer

Position Information			
Responsible for	Reviewing invoices for accuracy and ensuring compliance with School policies before being approved and then processed for payment.		
Classification	Permanent Part-time SAS Grade 3 (0.4 FTE)	Line Manager	Business Manager
Date of Commencement	27 July 2026	Reporting to	Office Supervisor
Tenure	Ongoing	Appointment	Position open to permanent staff (current and prospective)
Document Revision Date	3 June 2026	Member of	Administration Team

About the Role

The Accounts Payable Officer position is a part-time, administrative one where the successful candidate is responsible for managing the School's outgoing cash flow. They process vendor invoices, verify expense reports, reconcile supplier statements, and execute timely payments. This vital finance role ensures healthy cash flow, protects supplier trust, and minimizes the risk of late fees or financial discrepancies.

Responsibilities

Key Responsibilities:

- **Invoice Processing:** Review, verify, and code incoming vendor invoices to the correct cost centers. Match invoices with purchase orders (PO) and delivery receipts to prevent overpaying.
- **Payment Processing:** Schedule, authorize, and execute payment runs (eg. EFT, BPay).
- **Account Reconciliation:** Reconcile vendor statements to ensure records match and investigate any outstanding balances or discrepancies.
- **Expense Management:** Verify, process, and track employee expense claims and corporate credit card statements.
- **Vendor Management:** Act as the primary point of contact for supplier inquiries. Maintain accurate vendor records, including tax documentation and banking details.
- **Month-End Support:** Assist with month-end closing activities by providing supporting documentation for accruals and journals.

Essential Skills & Qualifications

- **Analytical Skills:** Strong attention to detail to spot discrepancies in pricing, quantities, or mathematical totals.
- **Software Proficiency:** Advanced working knowledge of Microsoft Excel is mandatory. Familiarity with accounting systems such as Xero, MYOB, QuickBooks, or SAP.
- **Communication:** Ability to professionally resolve disputes with vendors and collaborate with internal stakeholders like procurement and management.
- **Qualifications:** Highly desirable are a bookkeeping certificate, Diploma of Accounting, or a Bachelor's degree in Finance or Business. In lieu of qualifications, demonstrated accounts payable experience may be accepted.

General

- Other administrative tasks as needed.

The Candidate

The suitable candidate for this position will be highly organised, logical, technically proficient, professional in dress and demeanour, and demonstrate an active faith and involvement in their local Protestant church.

Essential qualities include:

- Having a competent understanding of the main biblical narrative and central Gospel themes.
- Outstanding organisational and time management skills with an eye for detail and the ability to manage multiple priorities and deadlines.
- Able to flag potential issues before these become operationally significant.
- Able to report progress against agreed targets.
- Be warm and approachable, with strong written and verbal communication skills.
- Be highly motivated with the ability to work independently, solving problems before they become of concern.
- Work with confidential and sensitive material in a manner that is trustworthy and discerning, showing discretion and acting with integrity at all times.
- Proficiency in the use of Google Suite and Microsoft Office are advantageous.
- Hold a current Working With Vulnerable People (WWVP) registration.
- Experience/qualifications in book-keeping and/or accounting.