

Position details

Title of Position:	Accounts Payable Officer
Reports to (position title):	Accounts Payable & Procurement Team Lead
Division:	Finance
Function:	Group Finance
Number of Direct Reports:	Nil
Grade:	2

Health, Safety & Wellbeing

ElectraNet is committed to co-creating a workplace of choice and enriching the communities in which we operate.

As an industry leader, ElectraNet is at the forefront of the clean energy transition. We are socially and environmentally ambitious, and our continued commitment to developing, operating and maintaining our network in a way that creates opportunities for people and nature to thrive is essential to achieving our vision of energising South Australia's Clean Energy future.

Our commitment also drives our focus to create a physical and psychosocial environment that supports the health, safety and wellbeing of our people.

We all contribute to ElectraNet's workplace culture and have a duty of care to ourselves and one another to work safely, assess and manage risk, courageously speak up and promptly report any unsafe working practices, hazardous working conditions or security threats and to collectively learn and grow from every opportunity.

Position Overview

The Accounts Payable Officer provides support to the Accounts Payable and Procurement Team Lead. They spend their days ensuring the efficient coordination of accounts payable, ElectraNet credit cards and the concur expense system whilst also allocating time to the development of required policies, procedures, guidelines and flowcharts to support the continuous improvement and governance of the accounts payable function.

Success in this role is characterised by a high level of initiative, attention to detail, continuous process improvement mindset, an ability to build relationships across broad internal and external stakeholder groups and accounting and governance excellence.

Key Responsibilities**Operational & Technical**

Capable of working for extended periods under general supervision, you will be accountable for providing accounting and administrative support by:

Proactively contributing to Accounts Payable activities such as:

- Process paperless and scanned invoices for accounts payable;
- Ensure all payment runs are completed accurately in a timely manner;
- Ensure contractual and treasury payments are processed accurately and in a timely manner;
- Respond to accounts payable queries in a timely manner;
- Identify and understand any roadblocks or inefficiencies and their underlying causes in order to communicate them to the Team Lead and work together towards a more efficient outcome;
- Develop ideas to enable a more automatic accounts payable function;
- Investigate and resolve any long outstanding accounts payable or goods receipt not invoiced (GR-IR) balances;
- Drive efficiencies in accounts payable processes

Proactively providing support to Credit Card activities such as:

- Support the credit card expense claims processing
- Support the credit card administration including set-up and cancellation of credit cards in accordance with the Corporate Credit Card Procedure;
- Review monthly credit card statements and assist with accurate coding of expenses;
- Liaise with credit card users in relation to credit card policy;
- Provide regular credit card performance reporting to key stakeholders;
- Drive continuous improvement in the credit card process to ensure key stakeholders are supported in their use of credit cards within the business

Proactively contributing to Governance and process improvement activities such as:

- Providing subject matter expertise to ElectraNet users on the procurement and accounts functionality within SAP.

Performing user acceptance testing (UAT) during enhancement initiatives;

- Support the development of training and training materials on the systems that support procurement and accounts payable within ElectraNet.
- Development of policy, guidelines, procedures and templates that are fit for purpose for ElectraNet's business.
- Developing and maintaining effective relationships with internal and external stakeholders.
- Fostering and supporting a continuous improvement culture.
- Other duties as directed.

Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Demonstrate behaviour that is consistent with ElectraNet's values, Code of Conduct and Acceptable Use of Technology Resources Policy while performing the role in a professional and ethical manner.
- Promote safe work practises that support the safety of all workers and the security of ElectraNet's assets, proactively reporting safety incidents, near misses and security threats.

Significant Working Relationships

- Accounts Payable & Procurement Team Lead
- Accounting Officer
- Financial Accounting Manager
- External Customers & Suppliers
- ElectraNet Treasury team
- ElectraNet Procurement team
- Banks

Equipment & Technology Used

- SAP
- Concur
- MS Office suite
- Banking Portals

Selection Criteria**Knowledge & Experience****Essential**

- Undertake ongoing tasks being performed on either a daily/weekly/monthly basis
- Well-developed analytical, investigation and problem-solving skills
- Demonstrable, written and verbal communication skills; good interpersonal skills
- Demonstrable ability to work as a team member and actively promote office harmony
- Demonstrated experience in a similar financial support role (as a guide, approximately 5 years);
- Ability to communicate effectively with internal and external stakeholders;
- Ability to work autonomously and deliver high quality and professional outcomes;
- Strong attention to detail and organisational skills;
- Experience in preparing and analysing data;
- Ability to gather information and exercise independent judgement to resolve and address issues as they arise;

- A positive and flexible attitude with a willingness to proactively take on a wide range of tasks and adjust to competing priorities;
- Knowledge of Accounts Payable & Procurement processes;
- Knowledge and experience with SAP and SAP Concur (or equivalent);
- Experience with general ledger accounting;
- Understanding of Accounting Standards; and
- Intermediate skills in Microsoft Office suite of products.

Desirable

- Minimum 5 years' experience, in Discipline related role
- Flexible approach to working hours and after-hours commitments
- Electricity Industry background an advantage

Qualifications

- Certificate or Diploma in Accounting or relevant discipline (desirable).
- Relevant experience in a procurement or supply chain function (desirable)

Background Checks

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.