

Position details

Title of Position:	Accounting Officer
Reports to (position title):	Accounts Payable & Procurement Team Lead
Division:	Finance & Technology
Function:	Finance Operations
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 Accounting Officer provides support to the Accounts Payable and Procurement Team Lead as well as the Financial Accounting Manager. They spend their days ensuring the efficient coordination of the ElectraNet credit card function, concur expense system, accounts receivable process and assisting with procurement governance activities.

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

Key Responsibilities**operational & Technical Operational & Technical**

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

Proactively managing Expense Processing (Credit Card and Out-of-Pocket activities) such as:

- Manage the credit card expense function;
- Set up, amend credit limits and cancel credit cards in accordance with credit card procedures

- Review monthly credit card statements and out-of-pocket claims and ensure 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; and
- Review and periodically update the procedures and reference documents supporting the credit card process

Proactively contributing to Accounts Receivable activities such as:

- Support the processing of all accounts receivable invoices accurately within agreed timeframes;
- Ensure the timely collection of outstanding accounts receivable invoices by contacting customers, investigating circumstances of non-payment and negotiating and resolving conflicts to expedite payments;
- Support the reporting of outstanding receivables to key stakeholders;
- Respond to accounts receivable queries in a timely manner; and
- Support efficiencies in accounts receivable processes

Proactively provides operational support to Procurement Governance activities such as:

- Creation and amendments of vendor data during vendor onboarding and vendor pre-qualification to ensure compliance with internal policy and procedures, risk management and audit requirements;
- Administer supplier pre-qualification applications and maintain accurate prequalification records;
- Prepare regular and ad-hoc reports on supplier pre-qualification status, compliance and key performance metrics;
- Monitor pre-qualification expiry dates and support renewal activities to ensure ongoing compliance;
- Creation of purchase orders upon receipt of purchase requisitions which are compliant with the ElectraNet Procurement Policy;

Contribute to the review and continual improvement of financial accounting processes and procedures and other financial accounting tasks as required.

- Maintain and regularly update internal authorisation matrix to ensure delegated financial authorities remain accurate, current and aligned with approved governance arrangements.
- Other duties as directed.

Behavioural

- Develop strong internal relationships, delivering a high level of customer service.
- Build & maintain strong working relationships with and between internal and external stakeholders.
- 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.
- Carry out the role in a professional and ethical manner and in accordance with ElectraNet's values, Code of Conduct and other policies.

Significant Working Relationships

- External Customers & Suppliers
- ElectraNet employees
- ElectraNet Treasury team
- ElectraNet Network Services
- Banks

Equipment & Technology Used

- SAP
- Concur
- MS Office Suite

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

- Knowledge of Accounts Payable & Receivables processes
- Knowledge and experience with SAP and SAP Concur (or equivalent)
- Experience with general ledger accounting
- Intermediate skills in Microsoft Office suite of products
- 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

Desirable

- 5+ years' experience in a similar role
- Electricity Industry background an advantage

Qualifications

- Certificate or Diploma in Accounting or relevant discipline (desirable).

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

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.