



JOB DESCRIPTION FORM

Position Details

Position Title	Accounts Payable Officer
Position Number	Various
Classification	Level 3 (PSCSA)
Division	Operations
Branch	Finance Services
Date Effective	1 May 2026

Reporting Relationships

Supervisor/Manager	Principal Financial Accountant – Level 7
Direct Reports	Nil

Overview of the Position

The Accounts Payable Officer reports to the Financial Accountant and is responsible for maintaining the Accounts Payable system and ensuring that the Finance section provides an efficient and effective service for processing payments in accordance with the Financial Management Act and Treasurer's Instructions.

The role manages ODPP's Travel Card, Credit Card and Accounts Payable systems and transactions. The role also assists the team with procurement and contract administration when required.

Demonstrated skills in managing internal and external customers, sound understanding of spending rules and processes, and proven ability to work effectively with computerised accounting systems are essential for this role

Purpose Statement

Our Purpose

To deliver an independent, fair and just criminal prosecution service to the community of Western Australia.

Our Vision

To be trusted by the community we serve to skilfully prosecute cases to just outcomes and contribute to the delivery of a fair criminal justice system in which people are treated with dignity and respect.

Our Values

We are committed to our values of We treat people with respect, We act with integrity, We are committed, We work as a team.

Culture

We strive to maintain a culture within which the people who make up the ODPP team are valued above all else. Those people are vital to the delivery of a prosecution service of the highest quality. We value a culture in which people treat each other with respect and in which people are provided with optimal training, knowledge and information: so they can perform their particular roles within the whole team to the very best of their ability.

Further, we value a culture which provides mentoring, supervision and management of people, so that they are supported in their development and provided with equitable opportunity to achieve their career aspirations at the ODPP.

By a culture which values teamwork, respect and support for each other, and which values providing people with the knowledge and opportunity to develop, we will be best placed to achieve excellence in the performance of the functions of the DPP.

About the ODPP's Legal Practice

The ODPP is an agency within the WA Public Sector. It operates independently of the Government and reports to Parliament through the Attorney-General. It is a critical participant in the administration of justice in the State of Western Australia.

The ODPP's core legal practice involves the prosecution of charges of indictable offences in the Supreme and District Court jurisdictions. The legal practice extends well beyond those limits.

The practice includes:

- managing the prosecution of indictable offences and appearing at disclosure/committal hearing stage of proceedings at Perth Magistrates Court
- conducting appellate proceedings on behalf of the State of Western Australia which arise from the prosecution of indictable offences
- managing the prosecution of indictable offences and appearing at proceedings at the Stirling Gardens Magistrates Court
- taking proceedings which arise under the Criminal Property Confiscation Act 2000
- prosecuting charges before the Perth Children's Court and prosecuting indictable offences before the President of the Children's Court elsewhere in Western Australia
- providing high level assistance to the WA Police Prosecuting Division
- prosecuting some charges at Magistrates Court
- considering requests by WA Police to secure the extradition of persons required to answer charges of indictable offences in Western Australia

Job Description

KEY RESULTS AREA	OUTCOMES
Management of Accounts Payable Function	<ul style="list-style-type: none"> • Manage Accounts Payable Inbox and oversee the day-to-day Accounts Payable function • Maintain suppliers' accounts in the Financial Management Information System (FMIS) • Organise and manage all supplier tax invoices and supporting documentation for approval and processing • Obtain delegate approval for supplier invoices or requests for payment • Validate, code, and process all supplier invoices in FMIS • Approve and post supplier invoices processed by others within the FMIS workflow system • Liaise with internal and external stakeholders on any issues relating to invoices • Review & incur staff travel allowances, expenses, and reimbursement claims • Review and process witness claims and associated expenses • Reconcile and acquit all travel & purchase card statements • Reconcile petty cash and bank cash receipts on time • Review and process Travel and Purchase Card Transactions up to delegated limit • Maintain registers for Cab charge, Witness food, Fuel vouchers and Smart Riders. Order and stock new vouchers for legal staff.
General Financial Support	<ul style="list-style-type: none"> • Oversee supplier invoices processing in the FMIS • Assists the Senior Procurement and Contracts Advisor with procurement and contracts administration • Assists with month-end and year-end reporting processes, including expense accruals and balance sheet reconciliations • Process general ledger journals • Undertake analytical and review processes to support good practice financial management, including the assistance with end of month reconciliations. • Work closely with the travel team and legal staff regarding staff and witness travel arrangements
Policy and Procedures	<ul style="list-style-type: none"> • Contribute to the improvement of financial policies, procedures, guidelines and work practices within the Finance services. • Provide training for staff members on areas related to accounts payable function • Advises stakeholders on accounts payable, expense management, witness claims, credit card, and travel card compliance. • Ensure documentation is prepared and completed in accordance with the Directorate's standards and practices
Team Building	<ul style="list-style-type: none"> • Work effectively as a member of a team to achieve specified outcomes • Assist the Finance team in other duties as requested
Workplace Behaviours	<ul style="list-style-type: none"> • Supports the ODPP's policies on workplace mental health and safety to provide a safe working environment. • Demonstrates ethical behaviour in all dealings with colleagues and stakeholders. • Complies with the ODPP Code of Conduct, and the Public Sector Code of Ethics. • Demonstrates commitment to the core values of the ODPP

Work Related Requirements

Essential:

COMPETENCY	DESCRIPTION
Job Specific	<ul style="list-style-type: none"> • Demonstrate a solid understanding of accounting concepts and principles • Working knowledge of financial controls and accounting practices and procedures • Demonstrated sound understanding of spending rules and processes.
Information Management and Numeracy	<ul style="list-style-type: none"> • Proven ability to work effectively in a computerised accounting environment with a good working knowledge of computerised financial systems, accounting principles and demonstrated ability to use Microsoft computer packages including Word and Excel • Demonstrated numeracy skills and attention to detail
Relationship Management	<ul style="list-style-type: none"> • Well-developed communication and interpersonal skills including the ability to develop and manage effective relationships with a variety of internal and external stakeholders
Organisational Skills	<ul style="list-style-type: none"> • Demonstrated organisational skills, including the ability to work with minimum supervision, identify priorities and meet deadlines
Problem Solving	<ul style="list-style-type: none"> • Ability to use initiative and provide effective and positive solutions to problems or challenges
Personal Characteristics	<ul style="list-style-type: none"> • Demonstrated personal work practices that reflect a thoroughly professional and ethical approach to work, including flexibility, sound judgement, attention to detail, confidentiality, initiative and sharing knowledge and experiences

Desirable:

COMPETENCY	DESCRIPTION
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in Accounting or Accounts Payable and Receivable systems
Knowledge	<ul style="list-style-type: none"> • Working knowledge of Public Service Accounting Regulatory framework

Certification

The details in this document are an accurate statement of the responsibilities and requirements of the position.

Signature



Date 5/6/2026.....

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Director Corporate Services