

Accounts Payable Officer

Level 2 – 37.5 hours per week– Business Services Division

Perth Office

Job Description

The Accounts Payable Officer provides timely and accurate administrative and transactional processing for Accounts Payable activities including liaising with creditors, credit card reporting and contributes to month-end and year-end processes.

About Legal Aid Western Australia

Legal Aid Western Australia provides information and resources to assist the community with their legal concerns, and offers a range of services aimed at target groups or individuals with particular legal problems. Through our regional offices and main office in Perth, and working in partnership with private practitioners and other service providers, we are committed to providing equitable access to services, regardless of regional and time constraints.

Assistance is designed to help people resolve their problems at the earliest opportunity, to improve their access to the law, to avoid unnecessary litigation, and to ensure that legal representation is in keeping with community expectations of fairness.

Our Values

Vision

Equitable access to justice to support a fair and safe community

Mission

To assist the community by providing quality and timely legal help to those who need our assistance

Core Values

Making a difference We are committed to helping people understand and protect their rights

Client-centred We put clients at the centre of everything we do

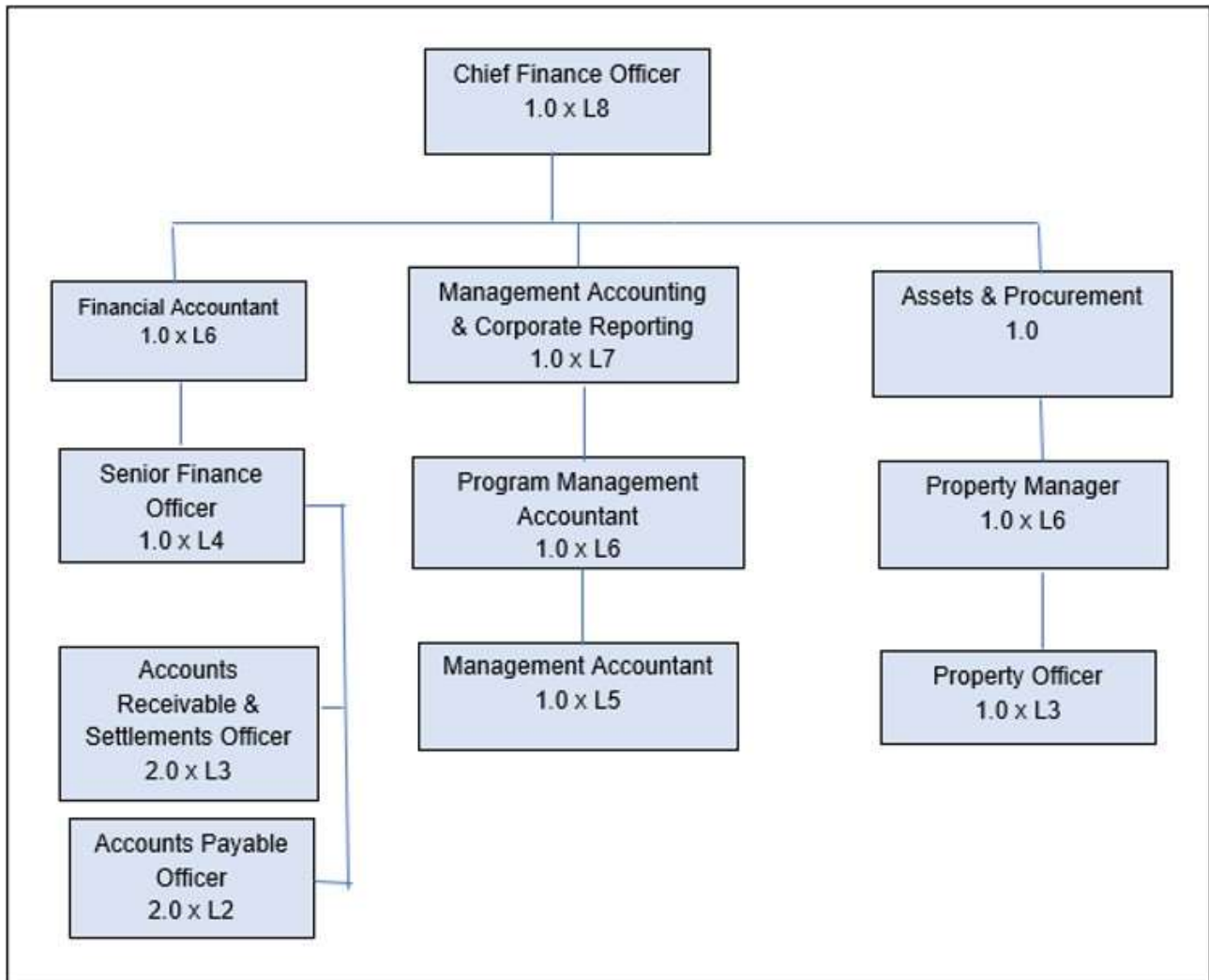
Respect We care about our clients and the community in which we live

Innovation We are committed to continuous improvement

Transparency We are an open and accountable organisation

Reporting Relationships

Finance Branch



Scope of Duties

- Process and validate transactions, including raising and matching to purchase orders, in accordance with current finance procedures, regulations and policies for all exempt transactions outside the automated AP module.
- Provide support and guidance to LAWA staff and customers to provide information on payables transactions including invoicing, payments and potential discrepancies.
- Undertake quality review of proposed payments, ensure appropriate general ledger account and GST tax codes are applied, release batches through the finance system under the responsibility of the incurring function.
- Investigate duplicate and other incorrect payments, errors and discrepancies in processing and initiate appropriate corrective and follow-up action as necessary.
- Create and maintain vendor master list and ensure only authorised changes made to master file.

- Undertake reconciliation activities to ensure completeness of payment processing.
- Prepare journal entries within the financial management information system.
- Contribute to month-end and year-end processes, including reviewing and clearing annual standing orders and creating new standing orders for future periods.
- Assist in maintaining the accounts payable system workflows to ensure service deliver targets are achieved.
- Update and provide assistance on maintenance and administration of LAWA's accounts payable and Purchasing card modules, generate accurate reports, and analyse to investigate and resolve operational issues and maintain system integrity.
- Assist in user testing and implementation of financial system enhancements and conduct training to LAWA staff on modules of the financial system and enhancements, and procedures.
- Contribute to the development and review, and maintain and recommend improvements in relation to accounts payable and purchasing card policies, procedures, processes and systems.
- Process and reconcile Flexi Purchase disbursement information into the system and follow-up outstanding credit card acquittals with individual card holders.
- Assist in administering the petty cash system.

Selection Criteria

All essential selection criteria and core competencies **highlighted in bold** must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.

ESSENTIAL

- **Proven experience and skills in competently undertaking accounts payable activities including processing purchase orders.**
- Good written and verbal communication and interpersonal skills.
- **Sound analytical and problem solving skills with the ability to interpret, apply and comply with relevant legislation, policies and guidelines pertaining to the Financial Management Act, Financial Regulations, Treasurer's Instructions and other legislation.**
- **Demonstrated organisational skills including ability to determine workload priorities and essential follow through actions and meet critical deadlines.**
- Proven ability to work both independently and effectively in a team environment

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the Core Competencies Matrix in the Application Guidelines.

- Committed to the principles of social justice.
- **Values people, partnership and teamwork.**

- Willingness to learn and share knowledge with others.
- **Outcome and service focused. (High Priority)**

DESIRABLE

- Purchasing card processes and procedure activities.

QUALIFICATIONS / LICENCES

It is important that you include a summary of your qualifications in your application, along with copies of qualifications relevant to this position.

- 'C' or 'CA' Class Western Australian Driver's Licence or equivalent.
- All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.

Remuneration Information

Terms, Conditions and Benefits

- Salary Range: Government Officers Salaries Allowances and Conditions Award 1989 – Public Sector CSA Agreement 2021 - General Division Level 2 - \$64,172 to \$69,256 gross per annum.
- Benefits: 10.5% employer superannuation contributions paid to GESB or the superannuation scheme of your choice. Annual Leave Loading up to a maximum of \$1815.47 per annum.
- Excellent salary packaging scheme. Subject to the requirements of relevant taxation legislation, rulings and determinations, employees of Legal Aid WA are able to salary package a percentage of base salary as a combination of “cash” and benefit items. Non-cash benefit items include: superannuation, lease of motor vehicle for private use, home mortgage payments, home rental payments, school fees, health and life insurance, living expenses and meal entertainment.
- Flexible work arrangements.
- Family friendly work environment, including a dedicated Family Room located at the Perth Office.
- Modern, new workspace, located in Perth CBD.
- Bicycle parking and well-appointed end of trip facilities.
- 37.5 hour working week. 4 weeks Annual Leave per year. 15 days personal leave per year. 3 Public Service Holidays per year (in accordance with Award provisions). Purchased leave arrangements may be available.
- Social Club, which operates from the Perth Office.

