



Purchase to Pay Coordinator

Finance Services

Position number	00030241
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 4
Reports to	Accounts Processing Coordinator (Level 6)
Direct reports	Finance Officer x2 (Level 3) Finance Officer x6 (Level 2)

Context

The Business and Customer Services (BCS) Directorate supports the objectives and outcomes of clients by providing value for money corporate services through skilled and motivated people. The BCS aims to deliver services within an environment of standardised systems and processes.

The Finance Services Branch is part of the BCS Directorate provides accounts payable, accounts receivable, maintenance of the Department's asset registers, credit card management, lease administration, debt recovery, general ledger and taxation services.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Monitor purchase-to-pay activities to ensure compliance with Government policies, procedures, guidelines and legislation.
- Oversee and support provision of purchase card administration and support to schools and central services.
- Oversee and monitor purchase card acquittals and investigate unacquitted amounts.
- Analyse data using a Department defined methodology to ensure compliance with government legislation and accounting policies and procedures for central services.
- Prepare and review journal adjustments as required.
- Prepare end of period reconciliations of accounts using the financial accounting system.
- Ensure timely processing of accounts and clearance of creditor payments.
- Check and authorise cheque and electronic fund transfer payments and certify that accounts are examined and correct within the requirements of the *Financial Management Act 2006*, Treasurer's Instructions and Taxation Legislation.
- Oversee regular maintenance of the vendor database and assist in preparing reports.

- Monitor and report personal use of purchase cards in line with legislation and Department policies and procedures.
- Monitor and provide data for monthly reports on progress against key performance indicators (KPIs).
- Maintain current knowledge of applicable legislation, including Goods and Services Tax, Fringe Benefits Tax and *Financial Management Act 2006*, government accounting policies and procedures and the Australian Accounting Standards.
- Provide timely and accurate advice and reports relating to Accounts Payable and Purchasing Cards, ensuring reporting requirements meet Department needs.
- Provide support in the development and implementation of purchase to pay policies, guidelines and appropriate practices and procedures for the Branch and its stakeholders to support best practice and the operational and strategic objectives of the Department.
- Maintain and update the Department's Purchase to Pay content, procedures and guidelines, ensuring the processes are in accordance with the *Financial Management Act 2006* and current Treasurer Instructions.
- Provide support to manage and respond to purchase to pay queries.

Branch Support

- Provide leadership and advice to staff within the Branch.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services goals and facilitates accomplishment of designated roles and deliverables.
- Enable the achievement of personal and BCS goals and facilitate accomplishment of designated roles and deliverables.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department Policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Ensure business processes and policies are documented and maintained in accordance with Department and legislative requirements and established benchmarks and performance indicators are monitored.
- Contribute to change management projects relevant to the Branch/Directorate and wider Education Business Services.
- Provide support to the development of operational policies, procedures and guidelines.
- Provide support and assistance with project initiatives in the branch as required.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison

- Provide quality advice and support to manage and respond to queries, ensuring compliance with legislation.
- Consult effectively with stakeholders to identify issues associated with accounting policies, support and business processes.
- Assist in training end-users on the use of the Branch's systems.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and collaborative working relationships to ensure access to diverse specialist knowledge.

Selection criteria

Job Specific Criteria

1. Demonstrated knowledge and experience in the application of legislation, including Goods and Services Tax, Fringe Benefits Tax, *Financial Management Act 2006*, Treasurers Instructions, government accounting policies and procedures and the Australian Accounting Standards.
2. Demonstrated knowledge and understanding of purchase to pay functions within a computerised financial accounting systems and proficiency in the use of spreadsheets and databases.

Capability Criteria (see the Education Business Services, Department of Education Learning and Growth Framework for more detailed information.)

3. Demonstrated ability to think strategically by researching, analysing and applying information to complete tasks whilst supporting team members in managing uncertainty and change.
4. Demonstrated ability to achieve results by successfully planning and coordinating work activities whilst contributing to the allocation of responsibilities and resources and the development of team workplans and goals.
5. Demonstrated ability to communicate and influence by clearly communicating instructions and technical information, seeking input from others and resolving issues in discussion with other staff and stakeholders.
6. Demonstrated ability to exhibit professionalism and drive by successfully taking ownership of tasks and processes that you oversee, exercising delegations responsibly, adapting skills to new situations and embracing challenges.
7. Demonstrated ability to build and sustain productive relationships by assisting, supporting and motivating others, resolving complex customer issues, identifying trends in customer service needs and suggesting improvements.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 23 October 2024
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