

JOB DESCRIPTION

Accounts Payable Officer

Level:	Level 2
Position Number:	40000095
Location:	Geraldton
FTE:	1.00
Division:	Capability & Client Experience
Branch:	Finance
Agreement:	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
Award:	Government Officers' Salaries Allowances and Conditions Award 1989

ABOUT THIS POSITION

Assists the Coordinator Finance with the processing of accounts payable internal requisitions, purchase orders and invoices in line with procurement policies and procedures. Ensures purchase orders are matched to goods received in the finance system, and that purchasing card reconciliations are processed.

POSITION'S RELATIONSHIPS

THIS POSITION REPORTS TO:

Coordinator Finance	Geraldton	Level 4
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OTHER POSITIONS REPORTING TO ABOVE POSITION:

Accounts Receivable Officer x 2	Geraldton	Level 2
Purchasing Card Compliance Officer x 2	Geraldton	Level 2

OFFICERS UNDER DIRECT RESPONSIBILITY:

Nil

OUR VALUES

INTEGRITY

We are genuine, honest, and apply high ethical standards.

RESPECT

We treat everyone fairly, valuing the difference between people, taking their preferences into consideration, and acknowledging the rights of others.



COLLABORATION

We work together as a team and communicate openly and honestly with each other. When one does well, we all do well.

INNOVATION

We have a 'can do attitude' and seek solutions that are imaginative, championing flexible thinking and approaches.

COURAGE

We respond to challenges, take appropriate risk and accept responsibility for our actions. We are resilient and positive and show trust in each other.

KEY ROLE INFORMATION

KEY RESPONSIBILITIES OF THE POSITION:

- Monitor and help to maintain the Finance email inbox.
- Process internal requisitions in line with the Financial Management Act, Treasurer's Instructions and College procurement policies.
- Release purchase orders to suppliers.
- Ensure that invoices are approved for payment by appropriate Authorising Officers.
- Receipt goods and services invoices into the Finance System and forward to Training Sector Finance Services (TSFS).
- Liaise with staff and suppliers relating to all procurement matters including training where required.
- Reconcile supplier statements to invoice processing.
- Review EFT and cheque runs to ensure accuracy and completeness.

Purchasing Card:

- Procure using a College purchasing card in line with the Financial Management Act, Treasurer's Instructions and College procurement policies.
- Process and reconcile purchasing card expenditure.
- Reporting as required.

General:

- Undertake other duties or projects as required.

SELECTION CRITERIA

The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Personal Leadership and the ability to demonstrate and apply the expected leadership behaviours.

ESSENTIAL:

- Demonstrated experience in financial processes and procedures in a similar role.
- Demonstrated good verbal and written communication skills and experience with customer service.
- Experience in the use of Financial Management Information Systems and office computer software such as Microsoft office applications.
- Demonstrated sound organisational skills, including planning skills and strong attention to detail.

DESIRABLE:

- Understanding of and commitment to Equal Employment Opportunity principles, and Occupational Safety and Health practices.
- Experience with the application of state government policy and legislation.

OTHER REQUIREMENTS

- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

CERTIFICATION

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



Joanne Payne
Managing Director

26 June 2025

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: PERSONAL LEADERSHIP.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Personal Leadership for this position.

Lead collectively	You acknowledge the relationship between your work and the value it contributes to your team. You understand the College's objectives and can express how your work relates and contributes to achieving operational excellence.
Think through complexity	You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise. You use information and analysis to initiate problem resolution and seek guidance as necessary.
Dynamically sense the environment	You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach. You seek to understand issues and problems before reacting and discuss them thoughtfully with your team.
Deliver on high leverage areas	You identify the tasks and priorities of your work that are in line with the priorities of your team. You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.
Build capability	You actively contribute to the development of your team's capability, ensuring you support your team members.
Embody the spirit of public service	You promote and show respect for the College in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the College.
Lead adaptively	You are continually learning and adjusting your approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.