

## Accounts Payable Officer – Part Time

### Role Description

The Accounts Payable Officer is a key member of the Finance Team, responsible for managing the end-to-end Accounts Payable function, including the processing of invoices, expense reimbursements and credit cards. The role also provides high-level support to the Finance Manager as required.

The Accounts Payable Officer reports to the Finance Manager on a day-to-day basis and is a 0.6FTE role (hours to be negotiated), 48 weeks a year and 4 weeks annual leave.

### Key Responsibilities

- ❖ Oversee end-to-end accounts payable processes, including timely invoice payments, accurate vendor onboarding, and meticulous record maintenance.
- ❖ Assist in the administration and user training for the school's bills processing, corporate card, and expense management systems.
- ❖ Perform regular reconciliations for supplier accounts and credit cards to ensure accuracy and compliance.
- ❖ Assist with bank reconciliations and processing of bank transactions as required.
- ❖ Provide administrative support for finance-related email inboxes.
- ❖ Identify and contribute to process improvement initiatives within the Accounts Payable function and broader Finance Team.
- ❖ Ensure adherence to compliance requirements and assist in preparation of reports as required.
- ❖ Provide administration assistance in maintaining finance related policies and procedures, as required.
- ❖ Undertake additional tasks or responsibilities as directed by the Finance or Business Manager.

### Team & School Culture

- ❖ Work collaboratively with the Finance team during periods of leave, absence or high workload.
- ❖ Work collaboratively with the Administration Team and wider staff to ensure efficient and effective service delivery.
- ❖ Demonstrate a caring and professional approach, reflecting the values and ethos of Emmaus in all interactions.
- ❖ Participate in staff meetings, professional learning and school community activities as required.



## Christian Commitment

- ❖ Model Christ-like character and values in personal and professional life.
- ❖ Support the school's mission: to provide a Christ-centred, biblically grounded, and academically rigorous education that enables students to grow in wisdom and character, to the glory of God.
- ❖ Participate in devotions, prayer, and other expressions of the school's Christian community.

## Selection Criteria

### Essential

- ❖ Demonstrated experience in accounts payable or finance administration.
- ❖ Demonstrated knowledge of end-to-end accounts payable process.
- ❖ Proficient use of Microsoft applications, including Word, Excel, Outlook and Teams.
- ❖ Experience in web-based management systems such as Xero.
- ❖ Ability to quickly learn and adapt to new and unfamiliar software systems and digital tools.
- ❖ Excellent professional communication skills when engaging with students, families and colleagues.
- ❖ Highly organised and detail orientated, with strong problem-solving skills and the ability to manage multiple priorities effectively.
- ❖ Proven ability to handle confidential and sensitive information with integrity, discretion and a commitment to Biblical, professional, and safeguarding standards.
- ❖ A current (or ability to obtain prior to commencement) Working with Vulnerable People (WWVP) registration.
- ❖ Active membership of an evangelical Christian church and wholehearted support of the school's Christian mission and values.

### Desirable

- ❖ Current First Aid and CPR certification, or a willingness to obtain and maintain these qualifications.
- ❖ Relevant qualifications in finance.