



Job Details

Reference: 354

Position Title: ACCOUNTS PAYABLE OFFICER

Classification: APS Level 4 (Administrative Service Officer Class 4)

Salary range: \$53,866 - \$58,487

Location: 700 Collins Street,
Docklands 3008

Division: Corporate

Branch: Finance and Budgets Branch

Unit: Financial Operations

Status: Ongoing

Applicants: Australian citizenship – see [Essential Applicant Information](#)

Applications close: Thursday, 5 November 2009

Advertisement

The Financial Operation's section of the Bureau of Meteorology is seeking a suitably qualified person to maintain a database of Financial information, ensuring that the information in the database is regularly entered and accurately maintained. Assist in the administration, development and implementation of financial management systems and procedures and prepare associated reports. The successful person must be able to coordinate the weekly payment processes and meet deadlines in the processing of SOETM and Water Initiative Grants funding.

Duty Statement

Under general direction, undertake one or more of the following,

1. Maintain a database of financial information, ensuring that information in the database is regularly entered and accurately maintained. Assist in the administration, development and implementation of financial management systems and procedures and prepare associated reports.
2. Monitor and reconcile revenue and expenditure of Bureau operations every month. Prepare financial statements as necessary including annual statements for project managers. Reconcile expenditure, assist Project Managers with queries, provide structured reports, and prepare formal presentations.
3. Provide assistance to Branches/Regions/Suppliers/Creditors as to whether payments, journals, revenue entries have been processed.
4. Undertake batch investigations and cheque reconciliations/enquiries. Analyse exception reports and take corrective action to modify system parameters or data to process transactions.
5. Undertake Reg. 98 checks, including Cash in till, reserves in the safe, cheques in transit, petty cash vouchers in action, meal allowances paid out and reimbursements in transit.

Duty Statement (cont.)

6. Assist with the preparation of end-of-year reports and financial statements as required.
7. Manipulate data and produce information in the form of tables, databases and graphs to assist with the preparation of reports and analyses of particular staff and financial matters, in response to Unit and client needs. In particular, provide input to the SRC papers and produce regular ASL and salaries reports.
8. Provide assistance in the preparation of core data for inclusion in internal planning and budget documentation, as requested. This includes inputs to Bureau B & P statements, and supporting documentation for the Annual Report.
9. Train Bureau staff in administrative activities associated with Finance and Supply functions, systems, practices and procedures.
10. Liaise with Bureau Head Office Branches and Regions and, as necessary, external bodies on matters related to financial and supply management.
11. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Social Justice Strategy.

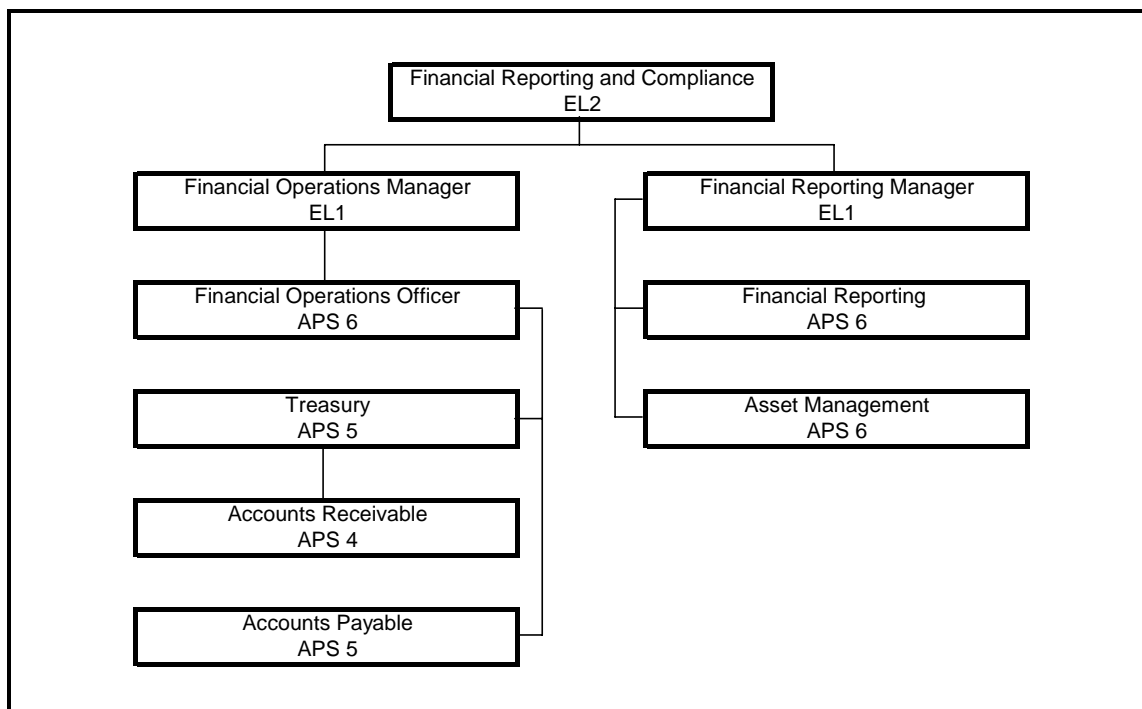
Duties representing highest function: 1

Immediate Supervisor: 276 (APS 5) – Accounts Payable Supervisor

Job Profile

ACCOUNTS PAYABLE OFFICER – Reference 354

The advertised position forms part of the Financial Operations Sub-section within the Financial Reporting and Compliance Section. The Financial Operations Sub-section is organised into three teams under the direction of an Executive Level 2 (SRAF), two Executive Level 1's and three APS 6 positions.



Financial Operations Summary

The Financial Reporting Unit involves the major functions of financial reporting (including staffing information) for internal and external financial reporting purposes, financial analysis and quality control of financial reporting processes and taxation liabilities such as Fringe Benefits Tax, Goods and Services Tax and Withholding Tax.

The Assets Management Unit is responsible for ensuring the Bureau's asset register is accurate and complete. They undertake the development of asset policies, asset stock-takes, revaluations, fair-value assessments and the settlement of the Bureau's Capital Works In Progress (CWIP)

The core function of the Treasury Officer is to monitor the Bureau's daily cash position with a view to staying under the Department of Finance and Deregulation (DoFD) assigned the Cash Working Limit. Other responsibilities include: performing pay runs and salary payroll; Accounts Receivable-monitoring Bureau Operational accounts and authorising Electronic Funds Transfer back to the Bureau's Head account; drawing down funds from DOFA from the Bureau's appropriation as required; and performing clearing functions in SAP so as to accurately reflect the Bureau's Bank Accounts and Appropriation.

The Accounts Receivable sub-section is responsible for maintaining the Bureau's Accounts Receivable Database, which includes raising customer invoices, dispatching dunning notices and creating customer master records. The Accounts Receivable function also supports the Treasury role.

Accounts Payable Officer

The advertised position (Accounts Payable Officer) is required to accurately maintain the Accounts Payable and Invoice Verification functions. This position is also responsible for the payment, monitoring and reconciliation of expenditure and revenue items and assisting in, meeting reporting and benchmarking activities of the financial operations area. This position reports directly to the APS 5 Accounts Payable Officer.

This position, under limited direction in relation to priorities and work practices, undertakes the following tasks as part of the Financial Operations team:

- Provide Administrative support in relation to the Accounts Payable function, including the processing and timely payment of Supplier and Creditor invoices by the terms of trade determined within the CEI's. This position requires the ability to use analytical skills and ensure that all invoices are Quality Assured and comply with GST, FBT, CEI's, Finance orders and regulations.
- Process journals for bank clearing, month-end reporting and correction to coding errors.
- Contribute to month-end internal reporting and year-end financial reporting processes.
- Participate and contribute to the continuous improvement of the Assets and Financial Operations Sub-section.

The successful candidates will all offer excellent interpersonal and communication skills (both verbal and written), as well as the ability to investigate, analyse, interpret and evaluate information for use by stakeholders and Senior Management.

Selection Criteria

Applicants must address the selection criteria. To assist you prepare your application, please read the information at [General Information for Applicants](#) and complete the Bureau of Meteorology Application Cover Form.

1. A good knowledge of SAP (the Bureau's integrated financial system) and/or human resources management system, with particular reference to providing Financial Budget & Reporting services and Financial Operation services.
2. Thorough knowledge, of the Chief Executive Instructions (CEI's), Financial Management and Accountability (FMA) Act, Regulations and Orders and general Government accounting and financial procedures and an awareness of corporate planning.

Selection Criteria (cont.)

3. Demonstrated ability to effectively work in a team environment, combined with the ability to be flexible in an area where priorities change.
4. Good written and verbal communication skills, including sound negotiation and liaison skills with a client focus.
5. Good administrative processing ability with sound judgement and initiative and demonstrated research and analytical abilities.
6. A sound knowledge of the Bureau's Social Justice Strategy and a commitment to implement it in the workplace.

All criteria are important and are rated equally.

Contact

If you would like to know more about the Bureau of Meteorology visit <http://www.bom.gov.au/>

Employment conditions for most Bureau employees are contained in the Bureau's Enterprise Agreement 2009-2010 which is available on the website at: [The Bureau of Meteorology Enterprise Agreement 2009–2010](#)

Please read the selection documentation and if you have any queries specific to this position please contact Karl Killey on 9669 4307.

Applications

Applications can be lodged personally at: Recruitment Unit, 7th Floor, 700 Collins Street, Docklands

By mail to: Recruitment Manager, Bureau of Meteorology, GPO Box 1289, Melbourne VIC 3001

By email to: jobs@bom.gov.au

All applicants are required to include a completed Bureau of Meteorology Application Cover Form, Résumé or CV and a Statement addressing the Selection Criteria.

All applicants are advised to read [General Information for Applicants](#) available on this web site before submitting their application.

Should you experience any difficulties with accessing information please contact the Recruitment Unit by email at: jobs@bom.gov.au or by telephone on 03 9669 4337 / 03 9669 4379 / 03 9669 4583.