

Position Description

Accounts Payable Officer

Classification:	HS2
Business unit/department:	Finance
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
Employment type:	Full-Time
Hours per week:	38
Reports to:	Accounts Payable Supervisor
Direct reports:	None
Financial management:	Budget: N/A
Date:	Feb 26

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

Reporting to the Accounts Payable Supervisor, the role is responsible for managing and providing timely and accurate processing of all aspects of the accounts payable function at Austin Health. Working with the team, the role will manage a portfolio of suppliers and support the processing and reconciliation of payments, liaise with internal and external stakeholders, and monitor authorisation and approvals in compliance with Austin Health policies and procedures. The role forms part of the Accounts Payable team within the Financial Accounting stream of the Finance division and assists in providing recommendations for process improvements on an ongoing basis.

About the Directorate/Division/Department

Finance Department provides services covering Management Accounting, incorporating budgeting and financial analysis; Financial Accounting, incorporating Accounts Payable, Accounts Receivable; Patient Billing, Private Practice administration, Cash Management, and Investments.

The total revenue of Austin Health is approximately \$1 billion per annum.

Austin Health has three main campuses, Austin, Royal Talbot, and Repatriation and satellite sites. The Finance Department is located near the Austin Campus of the health service.

Position responsibilities

- Manage high volumes of approved invoices and other expenses for processing into the accounts payable system in a timely manner
- Match purchase orders with invoices and receiving documents ensuring three-way match accuracy
- Reviewing and verifying supplier invoices and other expenses ensuring approval and compliance with Austin Health policies and procedures
- Maintain the integrity of Austin Health's accounts payable system and all related transactions
- Monitor payment schedules to ensure timely payments to suppliers
- Liaise with internal and external stakeholders to investigate and resolve queries in relation to unpaid or disputed invoices, claims and payments
- Responsible for monthly reconciliation of supplier accounts and any associated reporting
- Manage Accounts Payable mailbox
- Maintain supplier details and documentation including any associated archiving
- Provide a high level of customer service to all internal and external stakeholders
- Report any transaction irregularities or non-compliance to appropriate senior management
- Maintain security and confidentiality of all Austin Health information
- Identify continuous improvement and efficiencies within the accounts payable team, focusing on reducing costs, process improvements and working collaboratively with the business to add value
- Commitment to continued professional growth and skill development
- Provide support to the broader Accounts Payable team
- Perform other duties as directed by senior finance management

Selection criteria

Essential skills and experience:

- A commitment to Austin Health's values: Integrity, Accountability, Respect and Excellence
- 2 year⁺ knowledge and experience with accounts payable
- Customer service focused with the ability to communicate with both internal and external customers
- Strong attention to detail and documentation relating to accounts
- Excellent written and verbal communication skills, including appropriate manner and ability to effectively handle telephone queries
- Understanding three-way matching principles and basic GST issues
- Strong organisational and time management skills with the ability to handle large volumes of data in a fast-paced regulated environment
- Intermediate Microsoft excel skills and experience with large ERP systems
- Ability to work autonomously and as a team member



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Desirable but not essential:

- Experience in the health industry is highly desirable
- Oracle Fusion ERP system or similar

Professional qualifications and registration requirements

There are no qualifications or registration requirements for this role.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.



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Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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