

<b>Position</b>	Accounts Payable Officer	
<b>Key Requirements (Qualifications, Skills, Knowledge, and Experience)</b>	<p><b>Essential Qualifications/Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 years' experience in a similar position.</li> <li>• VET sector accounting qualifications or relevant experience.</li> <li>• Experience in checking, correcting, and maintaining a variety of financial and business records and documents.</li> <li>• Attention to detail.</li> <li>• Demonstrated experience with MYOB (or similar) software.</li> <li>• Demonstrated proficiency with using Microsoft Office products, particularly Excel, Word, and Outlook.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Ability to work well autonomously and as part of a team.</li> <li>• National Police Check is required for all roles at LCM.</li> </ul> <p><b>Desirable Qualifications/Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience working in a medium to large organisation within the finance area.</li> <li>• Experience working with a variety of internal and external stakeholders.</li> <li>• Experience or demonstrated capacity to work in an organisation adopting a Christian ethos.</li> </ul>	
<b>Summary of Role (inc. Role Purpose)</b>	The Accounts Payable Officer will focus on the Accounts Payable function for Launceston City Mission. Where time permits, additional tasks assisting the Finance team in the administration of financial/business functions may also be required.	
	<b>Key Responsibilities</b>	<b>Key Performance Indicators (observable and measurable)</b>
<b>Financial Assistance</b>	<ul style="list-style-type: none"> <li>• Processing of Accounts Payable for the organisation.</li> <li>• Assist staff and suppliers with Accounts Payable related queries.</li> <li>• Assist with the processing of creditor payments.</li> <li>• Assist with entry of shop takings into the finance system from POS system.</li> <li>• Assist with reconciliation of bank accounts.</li> <li>• Support the Finance Team by completing data-entry processes as delegated.</li> <li>• Contribute to financial reporting processes as requested.</li> <li>• Assist in the production of spreadsheets, reports and correspondence as requested.</li> <li>• Assist with Accounts receivable as requested.</li> <li>• Any other duties that may be deemed appropriate to this role.</li> </ul>	<ul style="list-style-type: none"> <li>• Data entry is consistently efficient and accurate.</li> <li>• Responses to finance related queries are completed accurately, in a helpful manner and in a reasonable timeframe.</li> <li>• Accounts payable invoices are entered accurately and in a timely manner.</li> <li>• Accounts payable queries are resolved within a timely matter and seen as being under control.</li> <li>• Creditor payments are made within terms.</li> <li>• Creditor payments are undertaken within the scheduled time for payment runs.</li> <li>• Provide assistance to the Finance Team as requested.</li> <li>• Demonstrates a consistent spirit of cooperation and helpfulness.</li> <li>• Other delegated duties are completed accurately and in a timely manner.</li> </ul>

<b>Administration</b>	<ul style="list-style-type: none"> <li>Assist with keeping financial filing up to date.</li> </ul>	<ul style="list-style-type: none"> <li>Finance filing is completed accurately and efficiently. Workspace is kept tidy, and paperwork can be located with ease.</li> </ul>
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**LAUNCESTON CITY MISSION VALUES**

<b>Faith</b>	We have confidence that ethical actions will bring good results
<b>Justice</b>	We take personal responsibility to uphold what is pure, right and true
<b>Compassion</b>	We invest whatever is necessary to heal the hurts of others
<b>Flexibility</b>	We are attentive and responsive to the changing needs in our community
<b>Enthusiasm</b>	We work with passion and commitment to achieve our goals