

Position description

Position title:	Accounts Payable Clerk
Employer:	Baker Heart and Diabetes Institute
Team:	Finance
Supervisor/Manager:	Senior Bookkeeper
Date:	November 2024

Background

The Baker Heart and Diabetes Institute is an independent, internationally renowned medical research facility focused on cardiovascular disease (including stroke and hypertension), diabetes and their complications, such as kidney disease. We have a long and distinguished history, spanning more than 98 years with our work critical to today's healthcare challenges.

The Baker Institute is well positioned to address these challenges, with multidisciplinary teams comprising medical specialists, scientists and public health experts all focused on translating laboratory findings into new approaches to prevention, treatment and care.

Headquartered in Melbourne, with research teams based in both Melbourne and Alice Springs, we are a key player in research, translation, education, advocacy and health promotion with a staff of more than 350 (including scientists, clinicians and students). Our senior staff represent us on a broad range of government advisory boards, from health and wellbeing to science and innovation. We also collaborate with leading international research groups as part of our commitment to assisting vulnerable communities around the world.

The Baker Institute is funded through a diverse range of sources including competitive grants, Federal and State Governments, service and clinical income and philanthropic support.

Team

The Finance team is responsible for the financial management of the Baker Institute. This includes recording and analysing the Institute's financial transactions, managing cashflow, banking and investments. Some key roles and responsibilities include accounts receivable, accounts payable, financial reporting, and maintaining financial controls.

The Finance team works with managers to prepare the Institute's budgets and forecasts. We provide the executive with information necessary to inform strategic decisions and we produce the annual financial reports and monthly financial reporting.

Nature of environment

The Finance team is integral to supporting the research agenda that forms the Baker Institute's mission. We provide monthly financial statements, annual acquittals, budgets, revised budgets, forecasts and financial statements and other statutory returns as required.

The atmosphere is collegial, usually relaxed and informal though busy and often dynamic with frequent deadlines that must be met. The environment is often demanding and challenging with a strong team orientation but also provides the opportunity to work

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independently and show initiative. The nature of the work also requires a focus on accuracy and detail, working to tight schedules and deadlines.

Travel requirements

As required: local travel.

Key job requirements, responsibilities and duties

Invoice processing

- Review all incoming invoices to ensure that they meet ATO tax invoice requirements, are addressed to the correct entity and in accordance with Institute policy, include a purchase order number dated prior to the issuing of the invoice.
- Export incoming invoices from Outlook to Xtracta and review imported data for accuracy, making corrections as necessary before then exporting invoices to the TechnologyOne CiA accounts payable system.
- In TechnologyOne CiA, review purchase orders for coding accuracy and then confirm the correct purchase order and goods receipt have been matched against the imported invoice.
- Ensure all non-purchase order invoices have the correct approval and are coded correctly in TechnologyOne.
- Follow up as necessary any issues preventing invoice processing.
- Prepare cheque payments if required.
- Prepare monthly international payments.
- Perform Expense Management System tasks including ensuring documentation matches claims, authorisation of claims and uploading of files into the finance system to facilitate payments to employees.

Preparing payment runs

- Principally on a fortnightly basis, prepare payment runs for review by the Senior Bookkeeper. Other urgent payment runs may be required from time to time.
- Upload payment run files from TechnologyOne to the bank.
- Distribute reviewed payment run and supporting documentation to designated authorisers for approval.

New supplier accounts

- Upon receipt of request from staff, enter new supplier details in TechnologyOne AP Chart.
- Input new supplier banking details into Eftsure for verification and follow up as required.
- Assist in the completion of new vendor forms if required by our purchasing team.

Purchase order maintenance

- Continually monitor the status of purchase orders in CIA to ensure that:
 - all goods receipts created are either invoiced or cancelled if no longer required

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- purchase orders that are no longer required are closed or completed in a timely manner
- purchase orders are closed out after 12 months.

Support

- Assist TechnologyOne CiA users with queries in relation to purchase order creation, amendments and goods receipting.
- Communicate and assist Purchasing with queries in relation to the purchase order system.
- Address supplier queries in a timely and professional manner.
- Assist with supplier accruals and prepayments.

Reconciliation of supplier month end statements

- Review all incoming supplier statements to ensure that all listed invoices have been received and are in process.
- Prepare supplier aging report and statement reconciliation.

Other duties

- Provide assistance to other Finance team members as requested.
- Actively participate in Finance projects as and when they occur.
- To manage the AP inbox and organise it in a manner that allows other team members to also monitor the progress and status of incoming correspondence.
- Appropriate filing of all electronic and paper correspondence.
- Complete testing of accounts payable process for system upgrades.
- Maintain up to date documentation of accounts payable processes.
- Assist with Accounts Receivable duties as and when required.
- Proactive attendance at team meetings and attendance at all relevant seminars and staff meetings.

This role may be directed to perform other duties by the manager/supervisor from time to time and it is a condition of employment that this role complies with any such reasonable requirement.

Meet statutory requirements of the company

Abide by Baker Institute policies and procedures and model appropriate behaviours in relation to Health and Safety, Equal Opportunity and Discrimination and Privacy matters.

Employees of the Baker Institute must comply with and maintain up to date and accurate knowledge in:

- OHS legislation
- EEO legislation
- Privacy legislation
- Confidential Information Policy
- Baker Heart and Diabetes Institute Code of Conduct

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- Baker Heart and Diabetes Institute Values
- Complete training on Elmo as and when required.

Requirements of position holder

Education level

- A Certificate IV in Accounting and Bookkeeping would be advantageous but not essential.

Experience

Essential

- Minimum 2 years' experience in an accounts payable or similar administrative role.
- High level attention to detail with a proven ability to review processing of invoices and support documentation for accuracy.
- Demonstrated ability to manage conflicting priorities and meet tight deadlines without compromising accuracy.
- A willingness to proactively resolve processing issues as they arise.
- Proven record as an effective team member.

Desirable

- Experience within a similar type of Finance environment that requires complex coding of invoices.

Key contacts

Internal

- Finance team members
- Purchasing Officer
- Lab personnel
- IT team
- Reception staff.

External

- suppliers
- auditors.

Communication/interpersonal skills

Essential

- High level verbal and written communication skills are required in order to explain processes, workflows and to resolve issues.
- Excellent interpersonal skills are required to ensure effective and courteous interaction with colleagues, visitors and scientists.
- Demonstrated ability to participate positively in a team.

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Abilities

- Demonstrated ability to meet deadlines without compromising close attention to detail and accuracy.
- Proven ability to work as a member of a team as well as autonomously without close supervision.
- Demonstrated ability and willingness to take initiative and to improve and enhance existing systems and procedures (quality assurance).
- Demonstrated ability to maintain confidentiality and comply with privacy requirements.

Computer skills – advanced level

Essential

- Microsoft Outlook
- Microsoft Excel and Word

Desirable

- TechnologyOne Finance and Purchasing
- Xtracta
- Eftsure

Summary of position

The position of Accounts Payable Clerk is responsible for the accurate and timely processing of invoices payable in-line with the Institute's purchasing policy. The role requires a detail orientated person with strong administrative and organisational skills. The role involves a high degree of interaction with both internal and external stakeholders via email and phone, and therefore the successful applicant needs to be a confident communicator.

As the Baker Institute evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its staff members. As such, staff should be aware that this document is not intended to represent the position which the occupant will perform in perpetuity.

This position description is intended to provide an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in Key Performance Indicators (KPIs) developed by the incumbent and relevant supervisor as part of the Baker Institute's performance appraisal and development process.

The Baker Institute is an Equal Opportunity Employer and we encourage interest from Aboriginal and Torres Strait Islanders and members of the LGBTIQ+ community for roles within the Institute. We value diversity, inclusivity, gender equity and we promote family-friendly practices. We are a proud recipient of an inaugural Athena SWAN Bronze Award from Science in Australia Gender Equity (SAGE).