

Job Description

Position Title: *Accounts Payable Project Backfill*

Responsible to: Finance Manager

Responsible for: N/A

Relationships: Finance Team
All Taranaki Regional Council staff

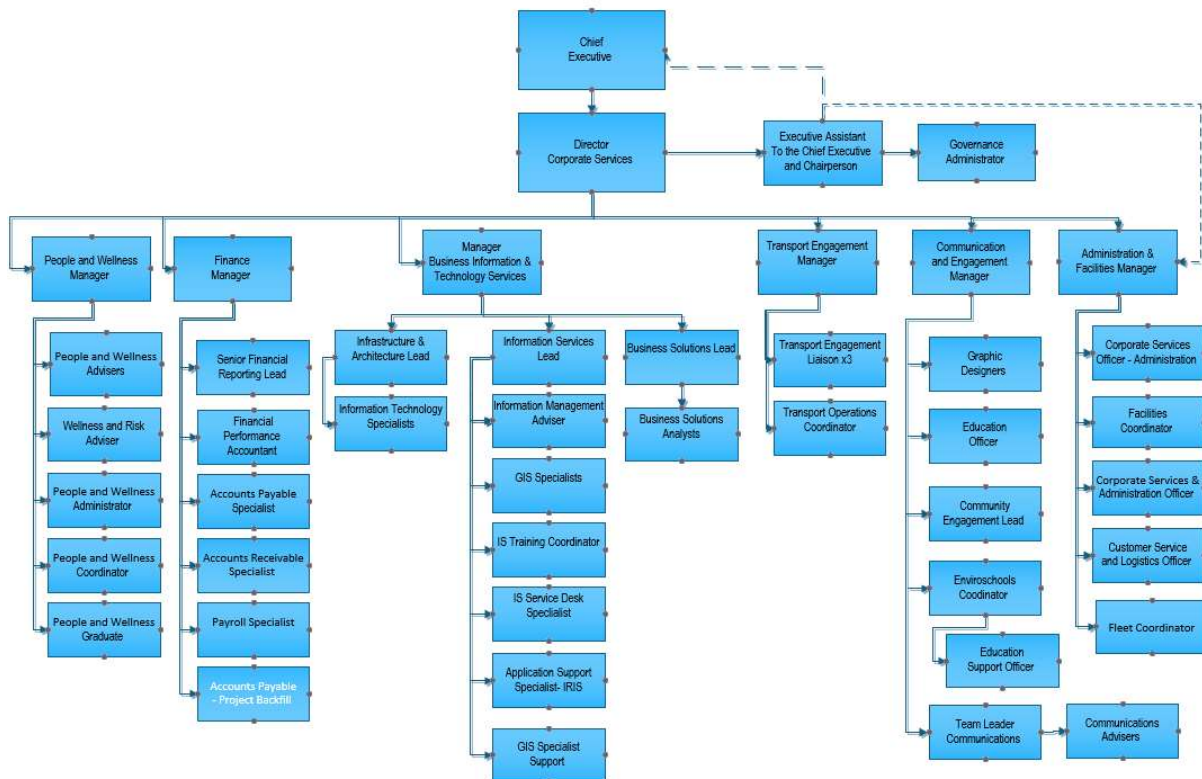
Salary: A market salary for the position will be negotiated, depending on experience, qualifications and aptitude.

Location: Stratford

Job Context: Fixed Term – 12 months (potential to increase or decrease depending on project duration)

Position Number: TBC

Holder: Vacant



Role Purpose

The key purpose of this role is to provide backfill support to the incumbent whilst they are involved with the implementation of the new finance system.

The Accounts Payable Project Backfill is primarily responsible for the accounts payable functions.

Once accounts payable duties are complete, the Specialist will provide a range of support and back-up duties that include assistance to the Finance Team, the Administration and Logistics Team and the wider Corporate Service Team.

The Council has a leadership and staff development programme (Our TRC). This role will have an excellent understanding of the programme and will be committed to its implementation at both an individual and organisational level.

Key Skills

Qualification

- Experienced in accounting functions and specifically in accounts payable. A tertiary qualification is not required but tertiary qualifications in any discipline would be advantageous.

Knowledge

- Accounts payable processes and procedures
- Financial systems and administration experience and understanding
- Computer literacy, including confidence and competence in the use of Microsoft Office products

Skills

- Accurate and meticulous approach to financial matters
- Strong organisational and time management skills
- Ability to manage multiple jobs
- Well organised and methodical
- Customer service skills
- Experience in the development and implementation of financial systems..

Personal Attributes

- Understanding and commitment to the principles of the TRC development programme
- Commitment to the ongoing development and improvement of financial systems and processes
- Commitment to gaining an understanding of Te Ao Māori and te reo Māori
- Attention to detail
- A can-do attitude
- Good interpersonal and relationship-building skills
- Ability to perform under pressure to meet tight deadlines
- Able to work with minimum supervision
- Committed to getting the job done, with a high degree of self-motivation
- Ability to work in a confidential manner including tact and discretion
- Team Player

Tasks

- Process all accounts payable purchase orders and receipts, capturing the invoices and make payments.
- Ensure all payments and changes to the creditors master file are made in accordance with Council procedures.
- Continually look to develop and enhance business and financial systems around accounts payable.
- Provide assistance and support to the Finance team, Administration and Logistics Team and the wider Corporate Services Team..
- Any other task and duties as required by the Finance Manager and the Director - Corporate Services.

Health and Safety

The Taranaki Regional Council is committed to a process of continuous improvement in order to achieve excellence in the management of health and safety at all of our workplaces. We recognise the positive impact that the values and benefits of enhanced health and safety bring to the organisation, our employees and our communities. There are two key points to health and safety:

- The safety of our people and the communities in which we operate always comes first
- We are all empowered and expected to challenge any unsafe situation at work

We will achieve these by:

- Building a positive culture
- Aiming for zero harm
- Taking reasonable practicable steps
- Managing contractors
- Communicating
- Develop knowledge
- Investigating and learning
- Ensuring competence to do the job

Mission and Key Message

Our Mission:

To work for a thriving and prosperous Taranaki by:

- Promoting the sustainable use, development and protections of our natural and physical resources
- Safeguarding Taranaki's people and resources from natural and other hazards
- Promoting and providing for significant services, amenities and infrastructure
- Representing Taranaki's interests and contributions to the regional, national and international community

We will do this by leading with responsibility, working cooperatively, encouraging community participation, and taking into account the Treaty of Waitangi.

Our Key Message:

The Taranaki Regional Council works with the Taranaki community to help make the region a fantastic place to live, play and do business.

Values:

We are committed to:

- Public service
- Service First
- Improving the quality of our performance
- Working safely
- Effective communication and teamwork
- Initiative and the right to make mistakes
- Accountability and results
- Presentation, respect and care
- Job satisfaction