

Position Description



General Information	
Position title	Accounts Payable Officer
Enterprise Agreement / Modern Award	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification	Administration Officer Grade 1
Status	As per Contract of Employment
Qualifications	Formal qualifications and/or experience in administration, finance and/or accounting.
Primary Location	Warrnambool – This position may be required to work across organisational areas and locations dependent on operational requirements.
Reports to	Manager Financial Services
Direct Reports	Not Applicable
Key Internal Contacts	All Lyndoch staff, consumers (residents), HCP clients, families
Key External Contacts	Members of the Public, Contractors, Suppliers, Health Professionals
Infection Control Risk	Category B - Indirect patient contact
Lyndoch Living Vision	
By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.	
Our Values	
Our Values represent how we conduct ourselves to support a positive workplace culture and achieve our strategic direction. Our Values are Respect, Care, Trust, Safety and Inclusion.	
Position Overview	
The key focus of this position is to support all finance related day-to-day functions of the organisation promoting efficiency, compliance and speed. Function will be primarily focused on Accounts Payable, Accounts Receivable and general processing and reconciliations.	

Key Responsibilities and Key Performance Indicators (KPIs)	
Key Responsibilities	Key Performance Indicators (KPIs)
<u>Leadership and management</u> <ul style="list-style-type: none"> ➤ Providing support to management and team members in relation to accounts payable matters ➤ Adhere to internal policy and procedures relating to payroll and finance matters ➤ Demonstration of Lyndoch Living values 	Establishment of Support and Growth Plan and to meet objectives and development goals as set on an annual basis by management. Ability to follow and provide leadership in carrying out the organisation’s policies and procedures.

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<p><u>Provide excellence in consumer/customer care</u></p> <ul style="list-style-type: none"> ➤ Understand and respect the sensitivity and dignity required to work alongside vulnerable people within the community, particularly those within aged care. ➤ Actively promote a culture of continuous improvement. ➤ Always maintain confidentiality. 	<p>100% compliance in the participation and completion of online training modules</p> <p>Commitment and ability to carry out Lyndoch Living Values.</p>
<p><u>Ensure compliance with all relevant standards and legislation</u></p> <ul style="list-style-type: none"> ➤ Ensure all transactions are processed as outlined in the Instrument of Delegation. ➤ Ensure all creditor invoices are coded, approved and entered into the financial system accurately and on time. ➤ Prepare and generate weekly, monthly, and ad hoc cheque/EFT payment runs in line with payment terms. ➤ Reconcile creditor invoices to statements and Creditor Ledger and liaise with suppliers where applicable. ➤ Provide master change log reporting in a timely manner and supported with sufficient evidence. ➤ Completion of Accounts Receivable tasks as deemed appropriate and within the skills and experience of the incumbent ➤ Adhere to internal policy and procedures relating to payroll and finance matters ➤ Update procedure manual to ensure the manual is relevant to current procedures ➤ Ability to provide professional service and assist with finance queries as these are presented to the Finance department 	<p>Establishment of Support and Growth Plan and to meet objectives and development goals as set on an annual basis by management.</p> <p>Upon request, 100% documentation completed and submitted to relevant body for auditing purposes.</p>

Key Responsibilities and Key Performance Indicators (KPIs)	
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<p><u>Quality Improvement and Risk Management</u></p> <ul style="list-style-type: none"> ➤ Compliance with Infection Control processes ➤ Compliance in ensuring the completion and appropriate follow-up and remedy of incident reports (Riskman) within a timely manner. 	<p>100% compliance with Infection Control processes</p> <p>100% of Incident Reports (Riskman) completed within 48 hours</p>
<p><u>Actively participate in professional development in order to deliver best practice</u></p> <ul style="list-style-type: none"> ➤ Complete annual education modules allocated by the organisation. ➤ Participate, as directed, in the employee Support and Growth Plan. 	<p>100% of education modules completed annually</p>

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	Support and Growth Plan in place
	Completion and review of support and growth plans for all direct reports
<u>Occupational Health & Safety</u> <ul style="list-style-type: none"> ➤ Follow Lyndoch Living’s Health and safety polices, procedure, workplace instructions and conduct of conduct ➤ Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions, whilst at work ➤ Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch Living to comply with the requirements to provide a workplace that is safe and without risks to health ➤ Correctly wear and maintain items of personal protective clothing and equipment that are provided ➤ Immediately report any incidents within the workplace to your Manager/Supervision ➤ Be familiar with and follow emergency procedures and directions ➤ Participate in health and safety training programs as required 	Zero workplace injuries 100% compliance with PPE requirements
<u>Organisational Values</u> <ul style="list-style-type: none"> ➤ All employees are expected to work in accordance with the organisational Values (Respect, Care, Trust, Safety, Inclusion) ➤ Contribute to creating a culture that values the contributions of employees, consumers and other stakeholders ➤ Role model the organisational Values 	Resident satisfaction survey results Employee Engagement Survey Results
Key Selection Criteria	
Qualifications	<ul style="list-style-type: none"> ➤ Formal qualifications in Administration, Finance, Accounting or Essential
Previous experience	<ul style="list-style-type: none"> ➤ Previous experience in administration, finance and/or accounting. Essential
Skills and knowledge	<ul style="list-style-type: none"> ➤ Strong attention for detail skills with a focus on accuracy of work Essential
	<ul style="list-style-type: none"> ➤ Proven administration, reconciliation and cash handling skills Essential
	<ul style="list-style-type: none"> ➤ Ability to work within tight timeframes and meet deadlines Essential
	<ul style="list-style-type: none"> ➤ Ability to learn and master new software systems focusing of finance and financial reporting Essential
	<ul style="list-style-type: none"> ➤ Have intermediate Microsoft Excel skills Essential
	<ul style="list-style-type: none"> ➤ Excellent communication and interpersonal skills including proven ability to deal with a diverse range of people Essential
	<ul style="list-style-type: none"> ➤ Ability to work well in a team environment Essential

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Agreement

This position description is designed to reflect the inherent requirements and expectations of this position. The information and statements in this position description are intended to reflect a general overview of the responsibilities and not to be interpreted as being all-inclusive. Appointment to this position is conditional upon the successful candidate being fully able to perform the inherent requirements of this position.

Section 41 of the *Workplace Injury Rehabilitation and Compensation Act* (as amended), requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of, which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

In relation to workers compensation, I understand that I may be ineligible to apply for WorkCover for any, reoccurrence, exacerbation, deterioration or aggravation to a pre-existing injury or disease.

I acknowledge that failure to disclose the information or provide false and misleading information may dis-entitle me to compensation, pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* (WorkCover) should I suffer any reoccurrence, aggravation, acerbation, exacerbation or deterioration of a pre-existing injury, illness or disease arising from employment with Lyndoch Living.

I have read and understood the requirements and expectations outlined in this Position Description. I agree I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the requirements and expectations of this position.

Name (Please print):

Signature:

Date:

Authorisation

Authorised by (position title): Chief Financial Officer

Review and authorisation date: May 2023