

POSITION DESCRIPTION	
NAME:	JOB TITLE: Finance Officer (Accounts Payable)
PRIMARY JOB PURPOSE:	
To provide support to the finance team, primarily in the area of accounts payable and to assist with general finance department duties as required.	
REPORTS TO: (Performance reviewed by):	JOBS REPORTING TO THIS POSITION:
Senior Accountant (Reporting)	Nil
ACCOUNTABILITIES: Key areas of responsibility	
<p>The Finance Officer (Accounts Payable) will take responsibility for the following areas:</p> <p>Accounts Payable</p> <ul style="list-style-type: none"> - Ensure all purchase orders, invoices and payments are correctly coded and processed in a timely manner in the General Ledger (Microsoft Dynamics GP). - Conduct monthly Reconciliations for AP balance sheet and capital expenditure. - Manage due dates for payments of suppliers ensuring they are paid within terms while maximising the Group' available cash. - Prepare and process the weekly vendor pay run. - Run monthly creditor outstanding reports. - Respond to supplier finance enquiries. - Provide reports on outstanding creditor invoices to the Senior Finance Manager, to ensure that sufficient cash is available to pay invoices at any point. - Prepare monthly payroll run and journals, including employee entitlement accrual journals, superannuation and expense claim journals. - Working closely with HR, prepare monthly payroll reconciliations, including employee entitlement accruals, superannuation and expense claims. - As directed by the Senior Accountant or Senior Finance Manager, negotiate annual costs with suppliers ensuring NeuRA obtains competitive prices and minimise costs where possible. - Draft process documentation for the role and work to continue to improve the payment process. - Prepare monthly journals for the Senior Finance Manager for credit cards, accruals, SRI expenditure, petty cash and as directed by the Senior Finance Manager – resolving or identifying discrepancies. <p>Other</p> <ul style="list-style-type: none"> - Manage credit cards (NeuRA and UNSW) and perform monthly reconciliations providing outcomes to Senior Finance Manager and ensure cards are used in accordance with NeuRA and UNSW policies respectively. - Assist with reconciliation of grant transactions in preparation for annual reports and grant closure reports as required by the Senior Accountant. - Perform monthly reconciliations for capital expenditure providing outcomes to Senior Finance Manager. - Perform WorkPlace Administrator functions for Accounts Receivable, ensuring debtor details are correct and current in the finance system. Review all Finance Assistant edits made for Accounts Receivable entries. - Identify all purchases over \$5000 for recording in the NeuRA fixed asset register. - Provide information for auditors as required from time to time. - Provide backup and support to the Finance team as required. - Other finance duties as required from time to time. 	

CORE COMPETENCIES/REQUIREMENTS / EXPERIENCE:

- Minimum of 5 years' experience in an Accounts Payable role.
- Preference for experience with Microsoft Dynamics GP / Great Plains and Microsoft Workplace.
- Experience in purchase ordering.
- Experience in preparation of reconciliations and journals.
- Accounts payable experience.
- Excellent communication skills.
- Organised and ability to self-manage duties.
- Able to work as part of a team and support the organisation.
- High level of attention to detail.
- Flexible attitude.
- Understanding of or the ability to obtain an understanding of NeuRA finance and procurement systems.
- Understanding of or the ability to obtain an understanding UNSW finance and procurement systems.

FINANCE TEAM

Senior Finance Manager – 1 FTE
Senior Accountant (Reporting) – 1 FTE
Finance Accountant (AR) – 0.6
FTE Finance Officer (AP) – 1 FTE
Finance Assistant – 0.8 FTE

KEY RELATIONSHIPS/INTERACTIONS – EXTERNAL AND INTERNAL:

External – Creditors, St George Bank, UNSW, Professional Advantage (Workplace & Great Plains consultants), Paramount (Workplace developers)

Internal – Finance department, Foundation, Researchers, IT and Operations, Group (Alliance, NeuRA, NeuRA Foundation and SRI).

WHS RESPONSIBILITIES:

Familiarisation and Compliance with NeuRA general Policies and all NeuRA Work Health and Safety Policies

Responsibilities of all workers:

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2011
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend all training sessions as required
- Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work

Additional responsibilities for supervisors: (PCBU)

- Persons Conducting a Business or Undertaking (PCBU) i.e. managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- PCBUs must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
- Attend all required training sessions

NeuRA CODE OF CONDUCT

It is a requirement that all employees within NeuRA are aware of and abide by the Code of Conduct, reflecting the values and standards of the organisation at all times.

ACCEPTANCE

I, accept the roles, responsibilities and deliverables outlined in this position description.

Signed: Date:.....

Supervisor Signature: Date:.....