

Role Description

Senior Accounts Payable Officer



Cluster	Stronger Communities
Agency	Fire and Rescue NSW (FRNSW)
Directorate/Branch/Unit	Finance/Finance Operations
Classification/Grade/Band	Clerk Grade 5/6
Kind of Employment	Ongoing
Role Number	52018524
ANZSCO Code	551111
PCAT Code	1333132
Agency Website	www.fire.nsw.gov.au

Agency overview

Fire and Rescue NSW (FRNSW) is one of the world's largest urban fire and rescue services and is the busiest in Australia. Our overriding purpose is to enhance community safety, quality of life, and confidence by minimising the impact of hazards and emergency incidents on the people, property, environment and on the economy of NSW. Our capabilities extend far beyond fighting fires. FRNSW firefighters are among the most highly trained in the world. Our teams provide fire prevention, they respond to hazardous materials incidents, natural disasters and medical emergencies. Our teams also undertake counter terrorism and urban search and rescue operations. We are prepared for anything – helping anyone, anywhere, anytime.

Primary purpose of the role

Provide accounts payable functionality for major FRNSW suppliers using consolidated invoicing and provide advice and information to staff, vendors, suppliers and clients in relation to payment terms and conditions.

Key accountabilities

- Act as primary contact & relationship manager, in relation to accounts payable, for all major suppliers of FRNSW that provide solely electronic, consolidated invoices. Manage supplier expectations to ensure, where possible, they receive payment in accordance with their payment terms.
- Provide timely and appropriate resolution to issues on consolidated invoicing; and act as the conduit between the field operations team, procurement team and suppliers to facilitate resolution.
- Generate periodic reporting on unresolved consolidated invoices for the Business Managers and suppliers, to expedite payment and dispute resolution.
- Oversee Receipt Created Tax Invoices, (RCTIs) and payroll related payments through provision of payment reports and associated inquiries from the creditors
- Process accounts payable invoices ensuring compliance with public sector accounting standards, policies, procedures and relevant statutory requirements
- Maintain and update accounts payable systems and provide advice and information to vendors, suppliers, clients, and staff on relevant accounting processes
- Maintain the work unit's databases, electronic records management and document tracking systems including receipt, registering, updating and movement of invoices/receipts

Key challenges

- Managing competing demands and expectations while contributing as a team member to the overall address of issues and workloads.
- Managing conversion of complex consolidated files to the necessary file format for systems uploads to eliminate manual data processing.

- Providing timely and appropriate reporting and resolution to issues on consolidated invoicing; integrating needs of internal and external clients.
- Maintaining current knowledge of public sector accounting policy and practice including relevant statutory and regulatory requirements and computerised systems and operating procedures

Key relationships

Who	Why
Internal	
Staff within Unit	<ul style="list-style-type: none"> • Provide accounts payable services and exchanges information • In the absence of the manager, act as a key point of decision making for the accounts payable team. • Work collaboratively across the team to support the achievement of deadlines and goals and contribute to the management of various tasks and issues
FRNSW	<ul style="list-style-type: none"> • Assist in the communication to staff across FRNSW in relation to a range of process and procedural related issues • Act as a conduit between relevant suppliers, creditors and FRNSW
External	
External stakeholders	<ul style="list-style-type: none"> • Engage to provide advice and resolve issues

Role dimensions

Decision making

- Operates with a degree of independence and is required to assess urgency/priority of requests

Reporting line: Director Financial Operations (functional reporting Accounts/Payable Supervisor)

Direct reports: Nil

Budget/Expenditure: As per FRNSW Delegations Manual

Key knowledge and experience

1. An ability to liaise and negotiate with major suppliers and act on behalf of internal clients to provide the optimal outcome for all parties in respect of payment and control processes.
2. Experience in accounts payable functions; and the management of electronic files and data

Capabilities for the role


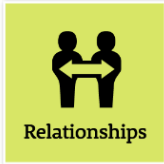
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.



Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural Indicators	Level
 <p>Personal Attributes</p>	Act with integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
 <p>Relationships</p>	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict 	Adept





FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural Indicators	Level
 <p>Results</p>	<p>Deliver Results</p> <p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed 	Intermediate
 <p>Business Enablers</p>	<p>Finance</p> <p>Understand and apply financial processes to achieve value for money and minimise financial risk</p>	<ul style="list-style-type: none"> • Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending • Consider financial implications and value for money in making recommendations and decisions • Understand how financial decisions impact the overall financial position • Understand and act on financial audit, reporting and compliance obligations • Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these 	Intermediate


Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational

COMPLEMENTARY CAPABILITIES - Occupation specific capability set

Capability group/sets	Capability name	Description	Level
	Finance Operations and Systems Ensure appropriateness and reliability of financial information systems, and effective governance, cash management and controls over transactional processes	<ul style="list-style-type: none"> • Understand less complex AAS1, and financial delegation principles and processes • Correctly process accounts payable and receivable transactions • Utilise the organisation's financial systems to collect and present verified financial information • Prepare standard financial reports in the required format through familiarity with data input, interrogation and output processes • Operate system controls to ensure the accuracy and completeness of the financial data recorded in journals and ledgers • Operate the organisation's accounting and financial reporting applications accurately 	1