

# Role Description

## Accounts Payable Supervisor



Cluster	NSW Parliament
Agency	Department of Parliamentary Services
Division/Branch/Unit	Corporate Services/Financial Services & Governance
Role number	TBA
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	TBA
PCAT Code	TBA
Date of Approval	July 2022
Agency Website	<a href="http://www.parliament.nsw.gov.au">www.parliament.nsw.gov.au</a>

### Agency overview

Administratively, the Parliament comprises three main Departments: the Department of Parliamentary Services (DPS); Department of the Legislative Council (LC); and the Department of the Legislative Assembly (LA). The Chief Executive is the head of the Department of Parliamentary Services, the Clerk of the Legislative Council and Clerk of the Legislative Assembly are the heads of their respective House Departments. These House Departments are responsible for providing procedural advice to the Council and Assembly, and their respective members, on parliamentary proceedings in each House and their Committees, undertaking protocol functions, providing corporate and executive support, House specific administrative/research services and generating content/engagement strategies relating to the activities of the House and its committees.

DPS is responsible for providing corporate and other common services across the Parliament as a whole. It comprises the following Divisions; Parliament Services and Corporate Services, and two project Branches; Digital Transformation and Capital Works Strategy Delivery.

The Parliament Services Division comprises administrative and support services specific to the institution of Parliament. This includes the Hansard, Library and Research Branch, the Communications, Engagement and Education branch and the Parliamentary Catering Unit.

The Corporate Services Division comprises of the corporate functions that provide services to all staff and Members across Parliament House. This includes: the Financial Services & Governance Branch; People, Property & Security Branch; IT Services Unit; and the Planning, Insights & Performance Unit.

The Parliament's ultimate governance body includes the Presiding Officers and the Chief Executive, DPS and the Clerks of the Legislative Council and Legislative Assembly, supported by a contemporary governance framework.

## Primary purpose of the role

The Accounts Payable Supervisor is responsible for supervising the delivery of accounts payable services for the Parliament, including processing of all invoices, Members Entitlements claims and other payments, in an accurate and timely manner in accordance with procedure manuals, preparing all accounts payable related General Ledger reconciliations and collaborating with other stakeholders to improve systems and achieve processing efficiencies.

## Key accountabilities

- Supervise the full range of service delivery for internal clients of the Parliament, including Members, Members' staff and Parliamentary staff, in the area of processing payments including: Members' reimbursement claims; invoices; purchase card statements; travel statements; and all other non-payroll payments.
- Responsible for supervising the timely processing and payment of all invoices and claims (including Members' Entitlement claims) for the Parliament.
- Monitor compliance with all Finance policies and procedure guidelines relating to the Accounts Payable ensuring work is conducted accordingly. Make recommendations to the Manager Account Services and Systems for the development and updating of relevant policies, procedures and guidelines to reflect changes and improvements. Participate in Branch planning sessions.
- Act as the second level of support for Accounts Payable Team Members queries. Lead knowledge sharing activities with Accounts Payable team members and participate with other Branch staff. Supervise the performance of staff including the conduct of performance development plans.
- Carry out a second check of all payment runs for errors and recommend payment of the creditors included in the payment run to the Manager Account Services and Systems
- Check and confirm in SAP all changes made to the creditor data base.
- Act as the second level of support to the Accounts Payable team with the Members Entitlement Advisory Team where Members' claims are outside guidelines
- Supervise the Accounts Payable team ensuring that the appropriate level of staffing is available to cope with the workload peaks.
- Update and maintain electronic records to ensure timely, accurate and up-to-date information is available.
- Prepare reports on all aspects of the accounts payable function, as required.
- Assist in the month-end and year-end processing including ensuring the timely processing of relevant general journals and preparation of General Ledger reconciliations.
- Work collaboratively with the Finance Systems Analyst team to improve Accounts Payable processors and provide efficient services to customers
- Ensure that the work area is safe and without risk to the health of employees, members, contractors and members of the public.

## Key challenges

- Support the Finance Branch to provide high levels of service to stakeholders across Parliament of NSW in an accurate and timely manner. Manage a high volume of work across the Accounts Payable team and must have the ability to prioritise and organise their own workloads in an efficient and effective manner.

- Ensure that all activities are completed with minimal errors to reduce the requirement for rework. Given the integrated relationship between activities that link to those conducted by Members' Entitlements Advisory team, effective communication is required on Member related issues that may emerge.
- Maintaining a detailed knowledge of relevant legislation and policies that pertain to the Parliament and the wider public sector. This includes internal policies, procedures and guidelines and other external requirements including compliance with relevant Australian Taxation Office rules.
- Make a significant contribution to the updating of policies, procedures and guidelines.
- Be attuned to the nuances of the parliamentary environment and be sensitive to the role, reputation and prestige of the Parliament.

## Key relationships

Who	Why
<b>Internal</b>	
Relevant Reporting Line Manager	<ul style="list-style-type: none"> <li>• Key relationship manager, report to, receive advice and guidance, clarify instructions and report on progress against work plans as required</li> <li>• Provide support to achieve operational priorities, exchange information and contribute to decision-making</li> <li>• Escalate discuss issues and propose solutions</li> </ul>
Parliamentary staff; Members and their staff	<ul style="list-style-type: none"> <li>• Develop effective communication and relationships with all relevant stakeholders</li> <li>• Project and maintain a professional and discreet manner in all interactions</li> <li>• Provide expert advice to support initiatives and promote collaboration across Parliament</li> </ul>
<b>External</b>	
Audit Office of NSW	<ul style="list-style-type: none"> <li>• Ensure effective communication with all stakeholders and ensure advice and support provided is accurate, responsive, timely and appropriate</li> <li>• Collaborate and build effective relationships</li> </ul>

## Role dimensions

### Decision making

The role is expected to operate with autonomy in respect to their day to day work priorities and, in this context, is expected to determine matters that need to be referred to senior managers or other staff to deal with and provide advice, exercising discretion and judgement on what is appropriate to send to their manager and/or leadership team.

### Reporting line

The role accounts and reports to the relevant reporting line supervisor/manager

### Direct reports

Number of staff reporting directly: 5

1 x Team leader

4 x Accounts Payable Officers

## Budget/Expenditure

Nil.

## Key knowledge and experience

- Extensive experience in accounts payable with a strong customer service focus
- Substantial experience in a general accounting environment and understanding of accounting processes
- Effective problem solving skills in the accounts administration environment, including an ability to provide accurate information and recommendations
- Demonstrated experience relating to maintenance of records and general administration
- Demonstrated ability to set own priorities, organise time to meet deadlines and capacity to achieve and maintain a high degree of accuracy
- Demonstrated ability to manage a team and achieve business objectives in a timely and efficient manner
- Demonstrated ability to improve systems and work in a team to implement change.

## Essential requirements

- Demonstrated capability in the use of a computerised financial information system (currently SAP) and Microsoft Office Suite (e.g. Excel, Word, Outlook and PowerPoint)
- Demonstrated Capability to use and maintain expense Management Systems (currently Serko)

## 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

*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
 Personal Attributes	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Act professionally and support a culture of integrity</li> <li>• Identify and explain ethical issues and set an example for others to follow</li> <li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li> </ul>	Adept
 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept
 Relationships	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>• Build a supportive and cooperative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes that were achieved by effective collaboration</li> <li>• Engage other teams and units to share information and jointly solve issues and problems</li> <li>• Support others in challenging situations</li> <li>• Use collaboration tools, including digital technologies, to work with others</li> </ul>	Intermediate



### **Plan and Prioritise**

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Understand the team and unit objectives and align operational activities accordingly
- Initiate and develop team goals and plans, and use feedback to inform future planning
- Respond proactively to changing circumstances and adjust plans and schedules when necessary
- Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals
- Accommodate and respond with initiative to changing priorities and operating environments

Intermediate

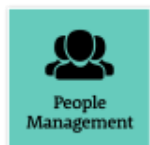


### **Finance**

Understand and apply financial processes to achieve value for money and minimise financial risk

- Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures
- Understand the impacts of funding allocations on business planning and budgets
- Identify discrepancies or variances in financial and budget reports, and take corrective action
- Know when to seek specialist advice and support and establish the relevant relationships
- Make decisions and prepare business cases, paying due regard to financial considerations

Adept



### **Manage and Develop People**

Engage and motivate staff, and develop capability and potential in others

- Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes
- Adjust performance development processes to meet the diverse abilities and needs of individuals and teams
- Develop work plans that consider capability, strengths and opportunities for development
- Be aware of the influences of bias when managing team members
- Seek feedback on own management capabilities and develop strategies to address any gaps
- Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way
- Monitor and report on team performance in line with established performance development frameworks

Adept

## 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.

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
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
 Results	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
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
 Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Foundational
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
 People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational