



# Role Description

## Accounts Payable Officer

Cluster	NSW Parliament
Agency	Department of Parliamentary Services
Division/Branch/Unit	Corporate Services / Financial Services & Governance
Role number	Multiple
Classification/Grade/Band	Clerk Grade 3/4
ANZSCO Code	TBA
PCAT Code	TBA
Date of Approval	June 2021
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 and 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 Officer team member is responsible for ensuring all invoices, including Members Entitlements claims, are processed accurately in accordance with procedure manuals and paid in a timely manner. The position holder is also responsible processing a range of other transactions including payment cards, travel management and petty cash and performing reconciliations, where required.

## Key accountabilities

- Build and maintain effective relationships with key internal stakeholders including Members, Members staff and Parliamentary staff to ensure their service needs are met.
- Maintain close working relationships with other staff in the Finance Branch, particularly the Members Entitlements Advisory Team.
- Understand supplier payment needs and ensure that they are met.
- Develop a clear understanding of all Finance policies and procedure guidelines related to the position ensuring work is conducted accordingly.
- Contribute to the development and updating of relevant policies, procedures and guidelines to reflect changes and improvements. Participate in Branch planning sessions.
- Review and process Members' claims in accordance with Members' Entitlements Procedure Guide, escalate any non-compliant claims to the Members' Entitlement Advisory Team for advice and provide feedback to Members, as required.
- Review and process other creditor invoices, purchase card statements and travel card statements in accordance with policies and guidelines.
- Respond to Member and supplier enquiries in relation to the timing of payments. Prepare monthly reconciliations, including purchase cards, travel supplier statements and petty cash.
- Maintain petty cash float and issue petty cash disbursements in accordance with policy and procedures.
- 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.
- Function as part of a high performing team focussed on the delivery of all services to meet stakeholder needs and to ensure the needs of internal clients are met and all payments are made in a timely fashion.
- Ensure that the work area is safe and without risk to the health of employees, members, contractors and members of the public.
- Undertake 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.

## Key challenges

- Meet client needs in a high volume work environment. Therefore team members need to not only prioritise and organise their own workloads in an efficient and effective manner, but also ensure that all activities are completed with minimal errors in order 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. Contribute 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. The incumbent must project and maintain a professional and discreet manner, particularly when dealing with the Presiding Officers, Members, the Clerks, the Executive Manager, managers and staff, and other stakeholders.

## 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>• Provide expert advice to support initiatives and promote collaboration across Parliament</li> </ul>
Division/Branch Leadership Team	<ul style="list-style-type: none"> <li>• Collaborate and build effective relationships</li> <li>• Respond to requests for information or assistance and escalate sensitive issues</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Provide guidance and professional support, exchange information</li> <li>• Determine work priorities and oversee progress</li> <li>• Collaborate to continually improve knowledge, build capability, and improve consistency and service quality</li> <li>• Provide an escalation point for issues or complex decision-making</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 accountable for the delivery of assigned work. The role is accountable for the quality, integrity and validity of the service provided.

### Reporting line

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

## Direct reports

There are no direct reports.

## Budget/Expenditure

Nil.

## Key knowledge and experience

- Extensive experience in accounts payable and reconciliations of varying levels of complexity
- Demonstrated ability to set own priorities and organise own time to meet deadlines in a high volume environment
- Demonstrated experience relating to maintenance of records and general administration
- Ability to achieve and maintain a high degree of accuracy

## 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)

## Capabilities for the role

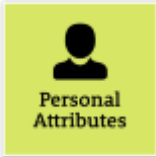
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for 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.

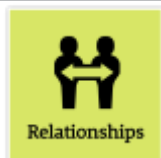
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## 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
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"><li>• Behave in an honest, ethical and professional way</li><li>• Build understanding of ethical behaviour</li><li>• Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation</li><li>• Speak out against misconduct and illegal and inappropriate behaviour</li><li>• Report apparent conflicts of interest</li></ul>	Foundational



### **Communicate Effectively**

Communicate clearly, actively listen to others, and respond with understanding and respect

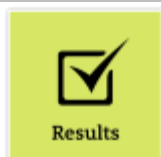
- Focus on key points and speak in plain English
- Clearly explain and present ideas and arguments
- Listen to others to gain an understanding and ask appropriate, respectful questions
- Promote the use of inclusive language and assist others to adjust where necessary
- Monitor own and others' non-verbal cues and adapt where necessary
- Write and prepare material that is well structured and easy to follow
- Communicate routine technical information clearly

Intermediate

### **Work Collaboratively**

Collaborate with others and value their contribution

- Build a supportive and cooperative team environment
- Share information and learning across teams
- Acknowledge outcomes that were achieved by effective collaboration
- Engage other teams and units to share information and jointly solve issues and problems
- Support others in challenging situations
- Use collaboration tools, including digital technologies, to work with others



### **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

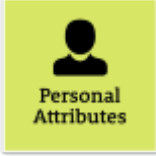
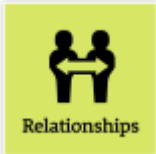


- Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending
- Consider financial implications and value for money in making recommendations and decisions
- Understand how financial decisions impact the overall financial position
- 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
	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
	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