

Role Description

Accounts Payable Officer

Agency	NSW Electoral Commission
Division/Unit	Corporate/Finance
Location	Sydney, NSW
Classification/Grade/Band	Clerk Grade 3/4
Date of Approval	December 2020
Agency Website	elections.nsw.gov.au
Position Code	P00539

Agency overview

The New South Wales Electoral Commission exists to deliver trusted and independent systems, processes, oversight and engagement that support democracy in New South Wales.

Our vision is to maintain confidence in the integrity of the democratic process and make it easy for people to understand and participate.

Our work includes:

- running elections
- communicating with and engaging the public
- providing trusted processes for political participants (including candidates, parties, donors, third-party campaigners, lobbyists and associated entities) to comply with their legal obligations, and regulating their compliance
- supporting transparency by overseeing and publishing disclosures of political donations and expenditure and registers of political parties, candidates, agents, third-party campaigners, political lobbyists and associated entities; advising on and advocating for improvements to legislation
- investigating possible offences and enforcing electoral laws.

Responsibility for these functions is divided under legislation between the 3-member NSW Electoral Commission (an independent statutory body) and the NSW Electoral Commissioner (an independent statutory officer). Our staff are employed in the NSW Public Service under the *Government Sector Employment Act 2013*. The head of our staff agency is the NSW Electoral Commissioner, who is also an *ex officio* member of the NSW Electoral Commission.

The NSW Electoral Commission and Electoral Commissioner exercise their functions independently and are accountable to the NSW Parliament, through its Joint Standing Committee on Electoral Matters, with respect to the administration of elections and the regulation and enforcement of electoral and lobbying laws.

Our four Divisions - Elections, Funding, Disclosure, Compliance and General Counsel, Information Services and Corporate - collaborate closely, to enable us to deliver end-to-end democratic processes and effective engagement with our stakeholders and audiences.

Our strong and positive working culture is reflected in our organisational behaviours - Collaborative, Customer-centred; Solution focused, Transparent and Responsive - and anchored in the NSW Public Service values of Integrity, Trust, Service and Accountability.

Primary purpose of the role

The Accounts Payable Officer provides accurate, timely and efficient accounts payable services to the NSWEC in accordance with business, legislative and audit requirements.

Key accountabilities

- Deliver accounts payable services within agreed timeframes in line with business, legislative and audit requirements.
- Continually monitor and maintain accounts payable data and transactions to ensure the ongoing accuracy and integrity of relevant records and systems.
- Work collaboratively with stakeholders to provide advice on, and resolve, accounts payable issues, and facilitate the accurate and timely processing of accounts payable transactions.
- May supervise contract staff during election periods by training and monitoring performance to ensure that agreed business objectives are met.
- Implement policies, procedures and internal controls to contribute to operational efficiency and ensure compliance with government legislation and policy.
- Identify, investigate and provide recommendations to address irregular or erroneous accounts payable transactions to meet financial standards and audit requirements, and to mitigate business risk.
- Prepare reports and other documentation as required to support the business in meeting business, legislative and statutory obligations.
- Take a proactive approach to collaboration across the function and wider organisation to foster teamwork and promote service excellence. Support the Finance team to achieve goals.

Key challenges

- Maintaining knowledge of current legislation, policies and guidelines to ensure ongoing compliance with regulatory requirements.
- Managing fluctuations in workload and high volumes of work in order to deliver effective accounts payable services both during and between election events.

Key relationships

Who	Why
Internal	
Director, Finance / CFO	<ul style="list-style-type: none">• Receive guidance and instructions relating to function strategy, objectives, values and change imperatives
Manager, Finance Operations	<ul style="list-style-type: none">• Receive guidance, support and feedback relating to function goals, business issues and performance in the role• Provide advice and recommendations on issues, risks, priorities and results
Finance team	<ul style="list-style-type: none">• Collaborate to ensure alignment and integration with other Finance projects and processes• Support to manage team workload and achieve team objectives
Key stakeholders	<ul style="list-style-type: none">• Communicate accounts payable requirements, provide advice, and collaborate to solve problems and meet business needs

Role dimensions

Decision making

The Accounts Payable Officer is responsible for decisions relating to the day-to-day management of workload. Judgement is used to solve problems within prescribed frameworks including internal financial frameworks and controls, legislation, policies, procedures and guidelines. Guidance is sought from the Manager, Finance Operations on complex or sensitive issues that are not readily resolved using existing guidelines, in situations where a team approach is required or when risks or breaches have been identified.

Reporting line

Manager, Finance Operations.

Direct reports

Contractors during election periods

Budget/Expenditure

N/A

Essential requirements

Experience working in an Accounts Payable function.

Politically neutral with no affiliation to political parties or lobbyists/campaigners.

Satisfactory Criminal Record check results.





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Understand the team/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 impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Finance	Intermediate	<ul style="list-style-type: none"> • Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending • Take account of financial and budget implications, including value for money in planning decisions • Present basic financial information to a target audience in an appropriate format • Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them • Display an awareness of financial risk and exposure and solutions to address these