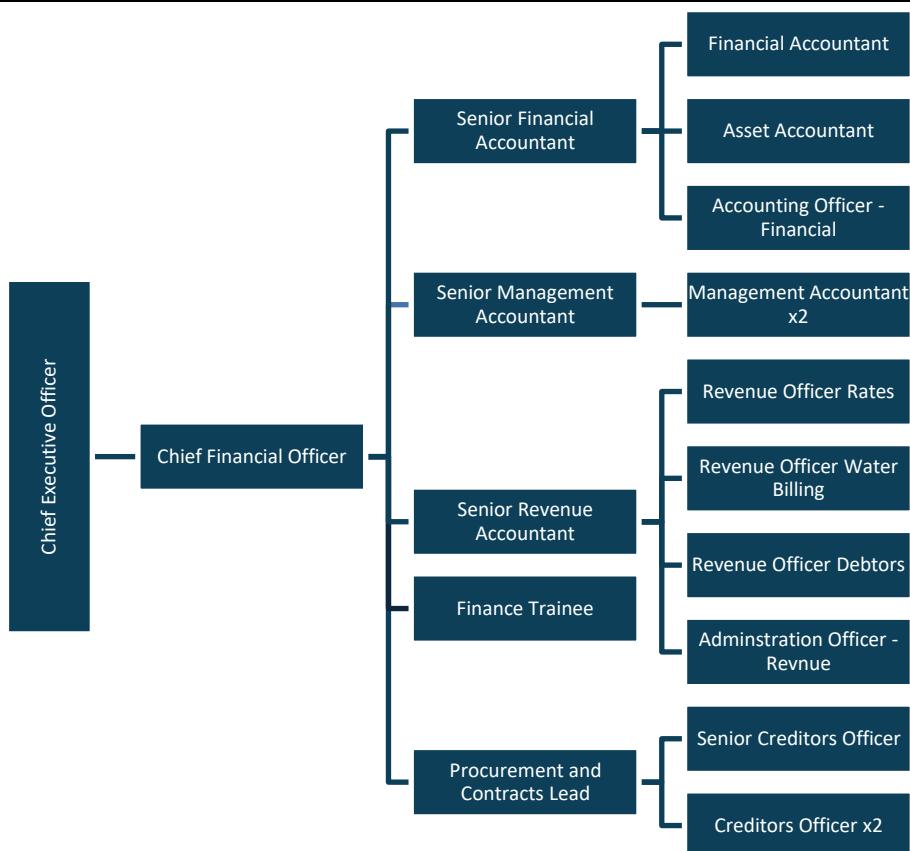


Position Title:	Senior Creditors Officer
Position Number:	2008
Division:	Corporate and Commercial Services
Section:	Financial Services
Grade:	6
Delegations:	As allocated in the Delegations Register
Position FTE Hours	35

Primary Purpose

To oversee the accurate and timely payment of all Council's Creditors in accordance with Council's policy and associated procedures.

Sectional Structure



Selection Criteria

Qualifications/Licences

- Certificate IV in Accounting (or equivalent)
- Current Class C Drivers Licence
- Satisfactory Criminal Record Check

Skills and Experience

- Experience in a similar role
- Well-developed computer literacy skills in the use of a variety of computer software packages, including demonstrated knowledge of computerised accounts payable and purchasing systems
- High level communication skills both verbal and written including the capacity to interact with all levels of staff and the public while maintaining effective customer service and relationship management
- Demonstrated ability to work and contribute as part of a team
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Co-ordinate the "whole-of-process" for the accurate and timely processing of ad-hoc, weekly and monthly creditor payments.
- Provide advice, information, and guidance on procurement related matters to staff across Council
- Provide Training/support with resolving procure to pay queries from staff that require an end-to-end understanding of the procure to pay functions.
Generate and maintain all reports relating to Creditor Payments on a regular basis
- Maintain Creditor Master Change Report weekly to ensure that all Creditor contact details and payment details are accurate and up to date.
- Ensure that all ledger accounts pertaining to Creditors are regularly reconciled, and that where possible any discrepancies are promptly resolved.
- Complete Month-End processes including the closure of the relevant periods within the Creditors module, and the finalisation of taxation periods.
- Complete End-Of-Year processes including the reconciliation of all applicable accounts, and the preparation of Creditor Reports required for the production of the Annual Financial Statements and the end-of-year Audit.
- Reconcile creditor statements and co-ordinate the resolution of any discrepancies that may have been identified.
- Coordinate and drive continuous improvement initiatives, regularly reviewing and enhancing creditor processes and systems to increase efficiency, accuracy, and customer experience and make recommendations for improvement to Councils Procurement and Contracts Lead
- Champion the use of advanced verification tools (such as EFTSure) to prevent fraud and ensure compliance in creditor payments.
- Assist and support the Creditors Team with the creation of procedures for all creditor functions, providing guidance, fostering consistency, and ensuring best practice across the team.
- Assist the Procurement and Contracts Lead with responses to auditors for all creditor functions, ensuring timely and accurate provision of information and documentation.
- Maintain and provide support for the FCM Travel Portal and ExpenseMe Credit Card Portal, ensuring effective operation and user assistance.
- Organise and distribute invoices received in the Creditors Inbox to both Creditors Officers daily, ensuring timely processing and allocation.

- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time.

Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p>Manage Self - Foundational "Does it" <i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i></p> <ul style="list-style-type: none"> • Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others <p>Integrity - Demonstrates "Achieves it" Be honest, ethical and professional, and prepared to speak up for what is right.</p> <ul style="list-style-type: none"> • Maintains confidentiality of customer and organisational information • Is open, honest and consistent in words and behaviour • Takes steps to clarify ethical issues and seeks advice when unsure what to do • Helps others to understand their obligations to follow the code of conduct, legislation and policies • Recognises and reports inappropriate behaviour, misconduct and perceived conflicts of interest
Relationships	<p>Customer Focus - Foundational "Does it" <i>Commit to delivering customer focused services in line with strategic objectives.</i></p> <ul style="list-style-type: none"> • Shows awareness that he/she is working for the community • Shows respect, courtesy and fairness when interacting with customers and members of the community • Listens and asks questions to understand customer/community needs
Results	<p>Plan and Prioritise - Foundational "Does it" <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Results	<p>Information and Technology - Demonstrates "Achieves it" <i>Use technology and information to maximise efficiency and effectiveness.</i></p> <ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

Technical

Finance, Procurement and Contracts - Foundational "Does it"

Understand and apply procurement and financial processes to ensure effective purchasing and contract performance in line with legislation and policy.

- Calculates and records financial information accurately
- Seeks approval from manager/supervisor for expenses and claims, as required by policies or guidelines
- Checks quotes and invoices for accuracy
- Checks that invoiced fees and charges match goods or services delivered and/or charged

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

Name of Employee	
Signed by Employee:	
Date Signed:	