



**Title:** Accounts Payable Officer

**Reports to:** Finance Manager

**Direct Reports:** None

**Location:** 96 West End, Kaikoura

**Date:** 10 February 2025

### Background

The Council's accounts payable function is a key financial component of the organisation.

### Position Purpose:

Providing effective and efficient accounts payable services that meet customer needs.

### Areas of Responsibility:

These tasks are not recorded in order of importance. Key deliverables / expected results will be agreed with the Finance Manager on a regular basis.

Administration	<ul style="list-style-type: none"> <li>To maintain accounts payable records so they are secure and easy to retrieve</li> <li>To identify areas of improvement and efficiency of systems, processes and communications</li> </ul>
Creditors and taxation	<ul style="list-style-type: none"> <li>Ensure that all approved creditor invoices are paid in a timely manner (as per the Council's payment terms)</li> <li>All GST, FBT, PAYE are paid by due dates.</li> <li>All invoices to be approved for payment by the delegated KDC employee.</li> <li>No penalties for late payment.</li> <li>Payments reconcile to invoices at all times.</li> <li>All invoices correctly coded.</li> <li>Purchase orders are matched to invoices.</li> <li>Cost recoveries are correctly invoiced in a timely manner</li> <li>Manage creditor and supplier data</li> </ul>
Purchase Orders	<ul style="list-style-type: none"> <li>Load annual standard recurring purchase orders</li> <li>Provide internal training on purchase orders and other system matters to staff as required</li> </ul>
Daily Bank Reconciliation	<ul style="list-style-type: none"> <li>To match expense transactions into and out of the bank account to the correct general ledger account, debtor or creditors.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>To maintain effective working relationships with staff</li> </ul>

	<ul style="list-style-type: none"> <li>To provide a friendly, courteous and effective telephone service in relation to accounts payable</li> <li>To work with the Executive Officer if required (for example to respond to official information requests), by providing timely and accurate information</li> </ul>
Grants paid to Council-	<ul style="list-style-type: none"> <li>Grant administration, including registering agreements in Laserfiche</li> <li>Assist any external teams (e.g. KDMP)</li> <li>Tracking milestones for reporting and payments</li> <li>Tracking all expenditure and ensuring correct codes are used</li> <li>Provide monthly expenditure report including creditor/invoice level information</li> </ul>
Grants paid out by Council	<ul style="list-style-type: none"> <li>Assist with grant payments approved in the Annual Plan/LTP</li> <li>Request tax invoices as applicable and ensure reports are received</li> </ul>
Processes	<ul style="list-style-type: none"> <li>Maintain a current Accounts Payable process workflow map in KDC process mapping systems</li> </ul>
Staff Support	<ul style="list-style-type: none"> <li>Make staff bookings for flights, accommodation, and other related bookings</li> </ul>
Budget	<ul style="list-style-type: none"> <li>None</li> </ul>
Delegations	<ul style="list-style-type: none"> <li>No financial delegations</li> </ul>

### Key Relationships:

#### Internal

- Council staff
- Leadership team

#### External

- Suppliers and contractors
- Grant recipients and other payees
- Kaikōura Marine Development Project team (KMDP) and others (Pool Trust, etc)

### Person Specification:

Skills & Experience	Essential	Desirable
Three years+ experience in accounts payable and payroll	✓	
Accuracy and efficiency in dealing with financial records	✓	
Very good knowledge of MS Office suite especially Excel		✓
Very good written and verbal communication skills		✓
Promptness and ability to meet deadlines	✓	
The ability to work well within a collaborative team environment	✓	

**Required Competencies:**

Deciding and Initiating Action	Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes.
Working with People	Shows respect for the views and contributions of other team members; shows empathy; listens, supports and cares for others; consults others and shares information and expertise with them; builds team spirit and reconciles conflict; adapts to the team and fits in well.
Communicating	Speaks fluently; expresses opinions, information and key points clearly; projects credibility.
Writing and Reporting	Writes clearly, succinctly and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way.
Applying Knowledge and Technology	Applies accounting principles; uses technology to achieve work objectives; develops job knowledge; demonstrates an understanding of different organisational departments and functions.
Adhering to Principles and Values	Upholds a high standard of ethics and values; demonstrates integrity; promotes and defends equal opportunities; encourages organisational and individual responsibility towards the community and the environment.

**Kaikōura District Council Vision and Values:**

One Team - delivering excellent customer experience Our four pillars:



**General:**

As an employee of the Council, you are required to:

- Be associated as required with civil defence emergency management, or any exercise that might be organised in relation to the Council function.
- Maintain a strict sense of professional ethics, maintaining confidentiality and privacy and abiding by Council Policy.
- Responding to the changing needs of Council, performing other tasks as reasonably required.
- To ensure that Tikanga Māori and the Treaty of Waitangi is given proper consideration in all activities.
- Be responsible for providing a safe work environment, implementing KDC health and safety systems, encouraging employee participation and striving for continuous improvement in health and safety.

### **SCHEDULE 3: EMPLOYMENT RELATIONSHIP PROBLEMS**

If the Employee has an employment relationship problem the Employee should advise the Employer of it. The parties will discuss and attempt to resolve the problem in the first instance.

If the problem cannot be resolved between the parties directly, then either party may refer the problem to the Ministry of Business, Innovation and Employment for mediation. Where the problem is not resolved through mediation, the Employment Relations Authority may be asked to determine the problem.

If the problem is in the nature of a personal grievance, then the Employee must raise the grievance with the Employer within 90 days beginning with the date of the alleged action giving rise to the grievance, or coming to the notice of the Employee, whichever is the later.

If the Employee is outside the 90 day period and the Employer does not consent to waive the time limit, the Employee can apply to the Employment Relations Authority for leave to pursue the grievance on the grounds that the Employee's delay in raising the grievance was caused by exceptional circumstances.