

## Position Description

<b>Position Title</b>	Accounts Payable Team Leader
<b>Department:</b>	Finance & IT – Finance Operations
<b>Reports to:</b>	Manager – Financial Accounting and Reporting

## Purpose of the Position

To provide specialist expertise and management within the Finance Team and more broadly across Housing Choices Australia as appropriate.

The Accounts Payable Team Leader role is to effectively manage and continuously improve accounts payable processes, systems and workflows for day-to-day efficiency. They provide high quality leadership and support to the Account Payable team providing team members with a sound platform for growth.

The position is responsible for the maintenance of an effective and efficient internal control process including appropriate policies and procedures to ensure all compliance obligations are met.

## Cultural Alignment

Personal alignment with Housing Choices Australia’s values is an important part of working with us.

- **We put people first**
- **We value difference and work together**
- **We trust and are trusted**
- **We learn and adapt**
- **We strive to be better**

## Specific Responsibilities

- Manage, motivate and develop a high performing and collaborative team
- Manage resources in accordance with our values and behaviours, budget, policies and best practice
- Develop effective internal relationships and collaborations to progress HCA’s strategic agenda and outcomes for residents
- Manage, guide and develop best practice within the Accounts Payable team services delivery to ensure timely, accurate and efficient provision of Finance services and reporting to the rest of the business including:
  - accurate and efficient operation of all aspects of general and subsidiary ledgers, accounts payables, monthly accruals, prepayments, petty cash, credit cards reconciliation, South Australia water bill on-charge and management activities
  - ensure the accuracy and integrity of financial records through monthly Balance Sheet reconciliations, systematic reviews of expenses and open purchase orders and clarification of issues causing variances by engaging relevant stakeholders
  - engagement with external auditors
- Proactively lead stakeholder engagement for the Accounts Payable function, seeking continuous improvement and excellent customer service

- Lead the Accounts Payable functions and ensure that strong procedural rigor exists across all accounting processes including account reconciliation cycle, process controls and documentation
- Manage and review weekly/fortnightly payment activities to vendors to ensure payments are properly approved within the Delegation of Policy schedules and payment are appropriately made to the correct vendor
- Work closely with peers and colleagues across the Financial Accounting & Reporting team to ensure all financial processes are completed efficiently and effectively enabling timely and accurate reporting.
- Assist the Manager – FAR in risk management strategies across finance and accounting systems and processes
- Provide sound financial advice to address and resolve financial accounting issues
- Assist the Financial Planning and Analysis team with budget, forecast, analysis & reporting
- Ad hoc projects, when required

## You are part of something bigger

We are a diverse, dedicated and collaborative group of people who are strongly committed to making a difference in the community. You will play an integral role in helping us achieve our mission and vision. We provide an inclusive, genuinely positive and connected workplace and everyone working at Housing Choices Australia is expected to:

- Live our values everyday
- Work collaboratively to identify opportunities to deliver improved resident outcomes
- Always provide courteous and professional service
- Contribute ideas, energy and effort into achieving our strategic aspirations
- Establish and maintain excellent working relationships across our organisation
- Participate in ongoing learning opportunities including professional guidance, peer learning, formal learning, digital learning, knowledge sharing and feedback on performance
- Comply with all organisational policies and procedures, legislation and agreements, including gender equality and respect and occupational health and safety
- Contribute to the development and review of policies and procedures relevant to the role
- Comply with reasonable reporting and accountability requirements of the organisation

## Key Relationships

- 3 direct reports.
- Senior Financial Accountant, Financial Accountant and Management Accountant as peers.
- Key internal partnership relationships with the functional managers and team leaders
- Key external partnership relationships with:
  - External Auditors
  - Bank and other financiers
  - State government and other third parties for whom we manage property portfolios
  - Suppliers, including councils

## Selection Attributes

### Knowledge and Qualifications

- CPA or CA qualification highly regarded
- Knowledge of Australian accounting standards and relevant regulatory and legislative compliance requirements
- Relevant tertiary qualification in Accounting, Business, Commerce, strategy, management, community housing, property development or equivalent experience

- Capacity to support change and innovation and deliver creative and leading practice solutions

#### **Experience**

- Proven ability to work effectively across a growing business
- Proven leadership experience of leading a team of finance staff and development staff performance plans
- Significant financial management experience
- Highly experienced in the use of a range of financial packages, Excel, Access, Word and other Microsoft packages
- Experience of development policies and procedures and associated financial controls
- Proven experience and successful track record in a comparable role or discipline(s) in the public/community, private housing sector or transferable sector
- Experience, or ability to acquire skills quickly, in preparing business plans and executing strategy
- Experience in preparing management, business and regulatory required reports

#### **Skills**

- Highly developed written and oral communication skills, with excellent computer literacy and strong attention to detail
- Strong influencing and relationship management skills
- Ability to lead, motivate, mentor and manage people
- Well-developed conceptual, analytical and problem solving skills
- Strong decision making ability
- Well-developed organisational and/or project management skills including ability to manage conflicting priorities and high work volumes without affecting quality of service delivery

#### **Other Requirements**

- Willingness to undertake relevant screening and employment checks
- Agreed to comply with Child Safe Environments policies and procedures
- Sensitivity to and understanding of issues affecting socially disadvantaged groups including people enduring housing stress, people with disability and people from a non-English speaking background

Current driver's license and willingness to travel across HCA sites and interstate as required. I acknowledge that this position description outlines the core role requirements and workplace expectations. I understand its intention is to support a focus on key outputs and that flexibility is required in a dynamic, complex and changing environment.

**Job Holder** \_\_\_\_\_

**Date** \_\_\_\_\_