

Position Description – Senior Finance Officer Payables

Updated 05/12/2025

POSITION DETAILS	
College/Portfolio	Corporate Services
Organisational Unit	Financial and Procurement Services
Supervisor (Title)	Financial Operations Accountant
Classification	Higher Education Officer Level 6
Employment Type	Continuing, Full time

POSITION SUMMARY

Under general to broad direction the Senior Finance Officer Payables is responsible for providing supervisory functions to ensure the provision of accounts payable services including but not limited to the timely and accurate processing of invoices, claims and payments for goods and services received, control of credit accounts and the management of Purchasing Cards.

The position is also responsible for managing the day-to-day operation and coordination of Basware and FlexiPurchase, including preparing training, procedures and work instructions, and the monitoring of relevant Service One functions.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

KEY POSITION RESPONSIBILITIES

The Senior Finance Officer Payables is accountable to the Financial Operations Accountant for:

1. Ensuring the provision of high quality accounts payable services including but not limited to key accounts payable functions:
 - a. **Invoice Management** – Receive, verify, and record supplier invoices accurately.
 - b. **Vendor Management** – Maintain vendor records and resolve payment or invoice issues.
 - c. **Payment Processing** – Schedule and execute payments while ensuring proper approvals.
 - d. **Expense and Reimbursement Handling** – Review and process employee and student expense claims.
 - e. **Month and Year-End Closing** – Reconcile AP accounts and prepare accruals for financial reporting.
 - f. **Compliance and Controls** – Ensure compliance and internal control standards.
 - g. **Reporting and Analysis** – Generate AP KPI and management reports and support cash flow planning.
2. Coordination of the University's Purchasing cards by assisting with the administration of the University's card reconciliation system, applications for new cards and ongoing card management and following up on outstanding card reconciliations.
3. Providing functional supervision to the Accounts Payable team, their workloads and their relationships with College Finance Teams, and College Executive teams, to ensure timelines and expectations are being met for internal stakeholder and supplier relationships.
4. Preparing monthly reconciliations for various suspense and control accounts.
5. Providing high-level advice and training to stakeholders regarding all accounts payable services.
6. Ensuring compliance with University's policies and procedures, especially with respect to expenditure delegations, purchasing cards and the Procurement Policy.
7. Preparing management reports on the key performance indicators for the accounts payable function.
8. Managing and contributing to the provision of continuous improvement opportunities within the Accounts Payable and the broader Finance & Procurement Services environment, including related systems.
9. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Tertiary qualification in a relevant discipline with subsequent relevant experience or an equivalent combination of experience and/or education and/or training.
- A relevant or working towards professional qualification such as CA, CPA or an equivalent combination of experience and/or education and/or training.
- Extensive experience within the Finance / Accounts Payable department of a large organisation.
- Demonstrated experience providing functional supervision to staff, including task allocation and managing workloads.
- Demonstrated experience in administration of purchasing card administration systems and software.
- Well-developed written and oral communication skills including the ability to effectively interact with staff involved in finance function activities across the University.
- Demonstrated well-developed interpersonal skills in liaising with stakeholders including the ability to clearly communicate compliance and control requirements.
- Demonstrated experience with projects and managing change within the Accounts Payable / Finance environment.