

Position Description



HARRY PERKINS INSTITUTE
OF MEDICAL RESEARCH

Position Description Overview	
Position Title	Accounts Payable Officer
Position ID Code	FIN004
Work Area, Division	Finance, Finance & Risk
Reports To	Finance Manager
Direct Reports	Nil
Award	Clerks Private Sector Award

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
The Accounts Payable Officer is responsible for coordinating the efficient and timely payment of all creditor invoices. These may be processed through the Harry Perkins Institute of Medical Research (Perkins) accounts system or the UWA accounts system as indicated by the person authorising the invoice.

Position Outcomes and Key Goals
<ol style="list-style-type: none">1. Ensures invoices are paid according to the timeframes with appropriate delegation of authority.2. Adheres to Standard Operating Procedures (SOPs), guidelines, and protocols, with routine audits and inspections, and that all records are maintained with excellent attention to detail.3. Supports the goals of the Finance Team by working collaboratively and flexibly as required.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Accounts Payable Officer	2	16/01/2025	Finance Manager	Chief Financial Officer	Chief People Officer

Key Duties/Accountabilities

1. Receive and process all accounts payable invoices from various sources, ensuring they are forwarded to the appropriate areas for approval, following up with approvers as required to ensure timely approval and return of invoices for payment.
2. Code invoices accurately, scan paper-based documents into the accounting system, and attach/file documents for record-keeping.
3. Coordinate and schedule the payment of approved invoices, ensuring all necessary details are included.
4. Process payment runs through the accounting system and manage funds transfers through the banking portal.
5. Seek secondary approval for payment runs, ensuring compliance with financial policies.
6. Assist with various support tasks, including handling remittances and finalising payment runs.
7. Create and process purchase orders for applicable invoices and ensure proper documentation is in place.
8. Prepare necessary paperwork for credit notes or foreign invoices, ensuring proper authorisation is obtained.
9. Perform regular reconciliation of creditor statements, resolve queries from creditors, and update creditor details as needed.
10. Process credit card transaction acquittals, collect receipts from cardholders, and ensure all documentation is properly recorded and reconciled.
11. Assist with the compilation of information for external audits and other reporting requirements.
12. Complete other duties as requested by supervisor and/or manager.

Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Demonstrated understanding of accounting processes.
2. Previous experience in a similar position, facilitating accounts payable processes.
3. Strong organisational skills, with the ability to manage tasks independently and meet deadlines while working effectively as part of a team.
4. High level of accuracy and attention to detail in completing tasks and maintaining financial records.
5. Proactive approach to service delivery, demonstrating effective communication, problem-solving, and time management skills.
6. Commitment to providing exceptional client service and maintaining a high standard of professionalism.
7. Experience using accounting software and Office 365.
8. Satisfactory National Police Certificate.

Special Requirements

1. Nil

Key Working Relationships

1. Perkins Finance Team.
2. UWA Finance.
3. Perkins Researchers, Managers, and support staff.
4. External vendors.

Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by the Perkins that supports the Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.