Accounts Payable Officer

Finance, Office of the Chief Executive

Reports to: Team Leader Accounts Payable

Location: Administration Building, Laings Road

Date: October 2023

Purpose of the role:

The purpose of this position is to:

- Support the efficient operation of the finance division through the provision of quality accounts payable and administrative services.
- Protect and promote the financial integrity of HCC by ensuring approved creditors are paid accurately on time.
- Ensure the council's information needs are met by providing accurate and timely reports as requested

Our purpose

Ko tō tātou he wāhi whai hua ki hōna tāngata - Our city where everyone thrives

At Hutt City Council we are committed to working together to create a connected, resilient and inclusive city of Lower Hutt Te Awakairangi, where all our people thrive.

As connectors, creators and leaders, we are supporting our neighbourhoods to become the architects of their future. Knowing that the work you do is meaningful and making a difference for generations to come is a great feeling.

Hutt City Council is a place you'll feel proud to be part of.

Our values



Manaakitanga *Show you care*
We are helpful, compassionate, do good and willingly give our attention.



Kotahitanga *Be Connected*
We seek and appreciate different perspectives, communicate effectively, share our knowledge and skills, and make valuable contributions that our colleagues appreciate.



Rangatiratanga *Have Courage*
We are ambitious, we explore new things, we do the right thing even if it's hard and we deal with issues directly and positively.

Our core capabilities

Our Capability Framework provides a common understanding of the capabilities, behaviours and ways of working needed to contribute to council's success. Our core capabilities are;

Toa Taumata Rau
Work as One Council

He Tātai Muka
People & Performance Focus

He Rangi tā Matawhānui
Open & Adaptable

Te Ringa Tōhau Nui
Business sense

Kāpuia Te Kākaho
Customer & Community Focus

Te Pae Tawhiti
Future Aware

Within each capability are the skills, knowledge, and behaviours that are expected to be demonstrated, depending on the level of the role.

You can find the full capability framework at **careers.huttcity.govt.nz/home**

The level of capability required for this role is:

☒ Foundational ☐ Intermediate ☐ Advanced

About the role

Accounts Payable Services	• Administer the Division's accounts payable. • To ensure accounts are approved and accurately paid on time. • Encourage and assist colleagues with the implementation of the EPO system by being supportive to the internal customers' needs • On receipt of invoices for processing into the accounts payable system, check the Purchase Order and ensure that it matches with the Goods Receipt. • Following up on any Purchasing queries (including non-receipted POs and amendments). • Enter journal entries as directed. • Ensure all data entered into the system is accurate. • Carry out other duties which may be assigned by the manager. • Back up to the Accounts Payable Team Leader in their absence. • Ensure the council's financial and management control policies, procedures and criteria are adhered to
Customer Service	• To help all internal and external customers in a polite, friendly way. • To provide the highest level of service to all customers within the agreed customer service standards. • To take personal responsibility for each customer enquiry received to completion of the final response to the customer. • To clarify customer's requests and needs and provide accurate information, advice or arrange services in accordance with Service Level Agreements. • To escalate enquiries and disputes according to agreed procedures. • To handle difficult customers in a constructive way that leaves the customer with a positive feeling about their contact with you and the Council. • To add value when responding to customer enquiries by informing customers of other related or applicable Council services if appropriate.

	• To positively seek solutions to customer enquiries and service requests where standard processes are not defined.
Policies, procedures and processes	Communicate policies, procedures and information to relevant people promptly and efficiently. Meet all council's business reporting requirements within allocated time frames and to a professional standard of accuracy and quality. Implement good work-flow management practices in order to enhance efficiency
Leadership of Self	Seek to understand how your work contributes to our organisational priorities. Role model Council's culture, values and core capabilities. Proactively look for ways to support our people to be and do their best. Take a 'one council' approach to teamwork. Have awareness of Te Tiriti o Waitangi and how this applies in a Local Government context Demonstrate and promote the use of reo Māori and other languages and customs in all that you do.
Planning	Understand and contribute to team short term and long-term strategies and plans.
Customer experience	Contribute towards providing positive internal and external customer experiences.
Stakeholder engagement	Build and develop effective relationships, proactively engaging with others in a positive manner.
Navigating change	Be open to changes in the way we work, the tools we use, the way we structure ourselves and the mahi we do in order to continue to meet Council and Community needs. Ask questions and participate positively during times of change, supporting others to do the same.
Continuous Improvement	Collaborate across team, council and with our partners to explore opportunities for continuous improvement. Champion new and innovative ways of thinking.

	Identify, recommend and aid in the implementation of improvements to existing systems and procedures.
Financial acumen	Protect council's reputation by following policies and making good choices on how to use council owned equipment, vehicles and office supplies.
Risk management	Identify risks and hazards and escalate appropriately.
Emergency Management	Actively contribute to and participate in any training, hazard identification and/or risk management and emergency response activities relevant to the role ie: floods, slips and other weather or natural event preparedness.
Health, safety and wellbeing	Actively participate in health and safety activities to create a safety culture based on continuous improvement. Participate in wellbeing activities. Prioritise health, safety and wellbeing to ensure we have the appropriate resources, skills and support for staff to work safely. You are familiar with our H&S Manuals, Policies and Process and agree to abide by them.

About you

Essential	Accounts payable experience Strong customer service skills and experience Organisational skills Data entry/keyboard skills Strong attention to detail skills

Key relationships and delegations

Number of people reporting you	0
Total number of people within your delegation	0
Operating budget	$ 0

Capital budget	$ 0
Core partnerships	**Internal:** Team Leader, Assistant Accountant, Finance Team and Council Staff **External:** Customers and suppliers

Being a Public Servant in Local Government

The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental and cultural well-being of communities in the present and for the future.

By choosing to work at Hutt City Council, you're making a commitment to abide by the Local Government Act 2002 and subsequent Amendment Act 2010. For more information on these acts please visit: www.legislation.govt.nz and localcouncils.govt.nz

Te Tiriti o Waitangi

Council affirms Te Tiriti o Waitangi as the founding document of Aotearoa and is committed to ensuring Te Tiriti Principles of partnership, protection and participation underpin activities pursuant to the purpose and objectives of Council as they relate to our working environment.

The responsibilities in this role description may change over time due to the nature of our work and to ensure we continue to meet the needs of our community. You may also be required to perform additional duties from time to time. No significant changes to this role description will be made without consultation and agreement by you.