



POSITION DESCRIPTION

Role Title:	Senior Accounts Payable
Reports To:	Company Accountant

PURPOSE OF THE ROLE

To ensure supplier/branch queries, invoices and statement reconciliations are actioned accurately, efficiently and in a timely manner. Ensure adherence to the company's policies and procedures to minimise risk.

KEY TASKS	DELIVERABLES
Accounts Payable	• Proficient and effective support to internal and external customers, including actioning supplier/branch queries as required • Complete reconciliation of supplier statements • Month end general ledger reconciliations • Maintain healthy relationships with suppliers • Review and investigate discrepancies working with suppliers and branches to resolve • Actioning suppliers in credit balance • Actioning Goods Received Not Invoiced (90+ days) • Processing Supplier invoices.
General	• Internal business reporting as required • Compliance with industry bodies including company standards and policies • Housekeeping and hazard reporting • Undertake ad-hoc analysis and tasks as required for the Finance and Management Team.

KEY RELATIONSHIPS

Internal	External
• Finance Team • Accounts Payable and Receivable • Branch Managers • Branch Staff • Support Office/Head Office	• Suppliers • Customers

PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES

Customer Focus (Internal & External)	Effectively meets customer's requirements; builds productive customer relationships; takes responsibility for ensuring customer satisfaction.
Initiates Action	Takes prompt action to accomplish objectives; takes action to achieve goals beyond what is required; is proactive.
Quality Orientation	Accurately checks processes and tasks to ensure a high standard of output; shows concern for all aspects of the job no matter how small.
Managing the Job	Effectively manages multiple demands upon time to ensure tasks are completed on schedule.
Builds Trust	Interacts with others in a way that gives them confidence in your intentions and those of the company.

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

Experience

- Accounting knowledge
- Previous experience in a fast-paced Accounts Payable role
- Minimum 3 year's+ reconciliation experience
- Experience with D365 is desirable

Knowledge

- Intermediate proficiency in Microsoft Office Suite
- The ability to work with accuracy in all aspects of the job
- The ability to plan and prioritise work in order to meet deadlines.

OCCUPATIONAL HEALTH & SAFETY

Physical Consideration

Corys Electrical is committed to ensuring that employees' health and safety is not compromised either by the work environment or by work process and procedures.

The company makes every effort to –

- Provide a safe and healthy work environment; and
- Reduce the risk to employees arising from identified hazards.

The company takes all reasonable steps to ensure that individuals are not appointed to positions which will endanger their health. It also ensures that all significant hazards associated with positions are identified.

As part of its occupational health and safety practices, the company may require a prospective employee to complete a health questionnaire prior to any offer of employment, in order to ensure that potential risks to employees are identified.

POTENTIAL HAZARDS

Activity	Hazard
Computing	Use of computer monitor Occupational overuse syndrome
Telephone use	Cradling of receiver rather than using a headset