



Position title: Accounts Payable Officer
Reporting to: Finance Manager
Hire Type: Permanent Full-time
Prepared: October 2024

Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing student from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are happy, healthy, and high achieving.

Values

Respect – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

Caring – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

Resilience – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

Service – We work voluntarily to help others without expecting anything in return.

Discipline – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

Endeavour – We strive to do well even if it's hard work. We have the courage to stand up for what we believe in.

Integrity – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

Primary Purpose of the Role

Reporting to the Finance Manager, this full-time role is responsible for the end-to-end Accounts Payable function for Mentone Grammar. In addition, the role is responsible for all purchasing requests via Alii and the ordering process associated with this.

Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Accounts Payable

- Manage end to end processing of purchase orders and creditor invoices within the school's purchase to payment system called Alii.
- Ensure purchase orders are raised timely and accurately.
- Ensure creditor invoices have a corresponding purchase order.
- Train appropriate staff how to use Alii.
- Maintain all Accounts Payable files and records within TASS and OneDrive.
- Payment and processing of international creditors.



- Monthly Credit and Debit card reconciliations.
- Monitor cost centre budgets.
- Process weekly payment run for payment to creditors and ensure remittances are sent timely.
- Reconciliation of daily direct debits.
- Review creditor statements monthly and follow-up and respond as necessary.
- Perform end of month tasks including opening and closing periods.
- Review New supplier forms and ensure accurate setup within TASS.
- Review and maintain supplier Masterfile records within TASS.
- Organise foreign currency for international learning journeys.
- Updating reconciliations monthly.
- Administer Petty Cash and Reimbursements as required.
- Discuss and resolve queries as required.
- Implement best practice process and procedures to ensure the efficient running of the area.
- Effectively work independently and within a small team environment.

General Ledger

- Process Accounts Payable journals.
- Reconcile subsidiary ledgers to General Ledger at Month End.
- Complete reconciliations as per monthly requirements.

Other Duties

- Perform various other duties as requested by your manager and / or the School.

Key/Associated Relationships

Directly reporting to: Finance Manager	Suppliers
Faculty Leaders	Operations staff
Teaching Staff	Parents
Students	

Experience, Knowledge & Skills

- Strong Accounts Payable and Purchasing skills through to Trial Balance
- Excellent communication skills
- Adaptable to change and process improvement
- High level thinking and problem solving skills
- Ability to prioritise workload
- Highly competent abilities in Microsoft Office
- Exceptional levels of integrity, confidentiality, diplomacy and tact
- Strong planning skills
- Demonstrated ability to build and maintain relationships
- Ability to manage competing priorities effectively
- Proven ability to work well autonomously and as part of a team



Qualifications

Required

- Five plus years' experience in a Purchasing and Accounts Payable role
- Current Employee Working with Children Check
- National Crime Check

Competencies, Behaviours & Attributes

- Possess a positive outlook, exceptional interpersonal skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships
- Accountable for their work and their actions and have a high concern for the quality of their own work, reflected in a sense of urgency and a high attention to accuracy and detail
- Effective conflict resolution and negotiation skills
- Ability to take initiative within prescribed limits
- Ability to deal with people with tact and diplomacy
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to perform under pressure
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate the School's workplace values

Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Child Safe Standards

Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: www.mentonegrammar.net/policies



Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.