

NATIONAL LIBRARY OF AUSTRALIA

DUTY STATEMENT

Date Approved: 4 June 2008

Position Number: 686

Classification: AUST. PUBLIC SERVICE OFFICER LEVEL 4
Central Office: Australian Capital Territory
Division: Corporate Services Division
Branch: Finance Branch

Security Assessment: Not Assessed

DUTIES

1. Supervise the activities of the Accounts Payable cell.
 2. Exercise relevant financial delegations, act as the Library's Authorising Officer and ensure adequate funds control.
 3. Provide on the job training to Library staff involved in processing accounts payable transactions.
 4. Prepare monthly bank reconciliations and associated journals, superannuation payments for relevant contractors/ consultants and assist with Accounts Receivable as required.
 5. Provide advice to Library staff on accounts payable matters and develop appropriate procedures when required.
 6. Ensure the application of Risk Management, Workplace Diversity, Industrial Democracy and Occupational Health and Safety principles and guidelines in the workplace.
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Duty representing highest function: 1

Immediate supervisor: Executive Level 1 (PN 515)

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SELECTION CRITERIA

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1. Thorough knowledge of accounts payable processing procedures and a sound knowledge of accrual accounting.

The occupant of this position is responsible for the efficient processing of accounts payable transactions in an accrual environment. In addition the occupant holds the delegation of Authorising Officer.

2. Demonstrated analytical and problem solving skills, adaptability and persistence.

The occupant will be required to perform monthly bank reconciliations which can require a deal of analysis and persistence. Adaptability is required to understand and meet the requirements of a range of clients in different areas of the Library.

3. Ability to work independently with minimal supervision.

The occupant must be a proven self starter and motivated to achieve.

4. Demonstrated client service attitude and ability to supervise staff.

Meeting the needs of a range of clients is an integral part of accounts payable work and a demonstrated client service attitude is required. The occupant is also responsible for supervising and training subordinate staff engaged in processing accounts payable transactions.

5. Good working knowledge and experience in the use of Financial Management Information Systems and other relevant computer based applications.

6. An understanding of Risk Management, Workplace Diversity, ID and OH&S responsibilities.

As a supervisor the ability to apply Risk Management, Workplace Diversity, Industrial Democracy and Occupational Health and Safety principles and guidelines is important.

Division Head Approval _____

Date _____