

Position Description



GREAT OCEAN ROAD
COAST & PARKS AUTHORITY

Position title:	Finance Officer (Accounts Payable)
Classification:	Level 5
Status:	Permanent, Part-Time (0.4 FTE)
Location:	Torquay, Victoria.
Approved:	Finance Manager – March 2025.

About the Great Ocean Road Coast and Parks Authority

The Great Ocean Road Coast and Parks Authority (the Authority) was established on 1 December 2020 to deliver better protection and management of the iconic coast and parks of Victoria's Great Ocean Road.

In partnership with Traditional Owners, our role is to manage, protect, rehabilitate and foster resilience of the natural, cultural and heritage values of coastal Crown land and marine waters along the Great Ocean Road.

As a public land manager for the Great Ocean Road coast and parks, we manage a wide variety of public land from National Parks to coastal beaches to town foreshores. We also lead visitation policy and planning for the scenic landscapes along the Great Ocean Road to manage visitation and provide a great visitor experience.

All revenue raised through our commercial endeavours is reinvested into the coast to ensure the Great Ocean Road region can be enjoyed now and for generations to come.

About the Corporate Services and CFO Team

The Corporate Services and CFO Directorate provide management, advice and services to our organisation across areas of Human Resources, Finance, Information & Communication Technology (ICT) systems, Information Management, Assets, Risk, Compliance and Governance.

The role of **Finance Officer (Accounts Payable)** is part of the Finance Team. The Team delivers the following key functions to the Authority; reporting (financial and management reports), planning & analytics (budgeting/forecasting/financial modelling), payroll, accounts payable, accounts receivable, and procurement.

Purpose of the position

The **Finance Officer (Accounts Payable)** will perform the daily activities for weekly and monthly accounts payable processing and associated tasks, as well as providing support to the finance team. These activities are required to be completed in a timely and accurate manner.

Primary responsibilities

The **Finance Officer (Accounts Payable)** is responsible for providing finance support. The key responsibilities of this role include:

- Accurately match invoices to purchase orders and enter them into the accounting system ready for payment
- Ensure all invoices, purchase orders and payments have all the required and relevant approvals/authorities prior to payment
- Ensure all creditor invoices and payments are processed and prepared in an efficient and timely manner within the organisation's systems, guidelines and relevant policies
- Support the month end process by ensuring accounts payable end of month processes align with the Finance terms and end of month deadlines.
- The Finance Officer (Accounts Payable) will be required to organise regular rosters with the Finance Coordinator to align with deadlines for the finance team, including end of month, end of financial year, etc
- Perform reconciliations including supplier statement reconciliations, etc
- Manage the integrity of information contained in the accounts payable database so that information is current, reliable and available for departments and the annual audit
- Provide support and assistance (as required) to the finance team during peak periods including but not limited to end of month and financial year-end
- Act as a reference point for internal and external customers & creditors
- Work as an as integral member of the Finance team and contribute to the operational objectives of the Corporate Services department
- Provide advice and customer support to the organisation

Key selection criteria

Qualifications and experience:

- Relevant qualification in Business, Finance or Accounting (Preferred)
- Experience in Accounts Payable
- Experience in accounting software

Knowledge and skills

- Sound understanding of accounts payable and accounting principles and processes
- Excellent organisational skills, including the ability to provide high quality support and meet deadlines
- Demonstrated initiative and problem-solving skills
- Well-developed computer skills
- Well-developed written and verbal communication skills
- Highly motivated and able to work independently and as part of a team
- Proven ability to calculate, post and manage financial records with a high level of accuracy and attention to detail

Organisational relationships

Reports to: Finance Coordinator

Direct reports: Nil.

Internal liaisons: All Great Ocean Road Coast and Parks Authority departments

External liaisons: Community, agencies and government stakeholders.

Applications

Applications require:

- A current resume
- Response to key selection criteria.

Any questions about this position should be directed to **Oshi Sunarko, Finance Manager** – oshi.sunarko@greatoceanroadauthority.vic.gov.au

All applications will be treated in strict confidence.