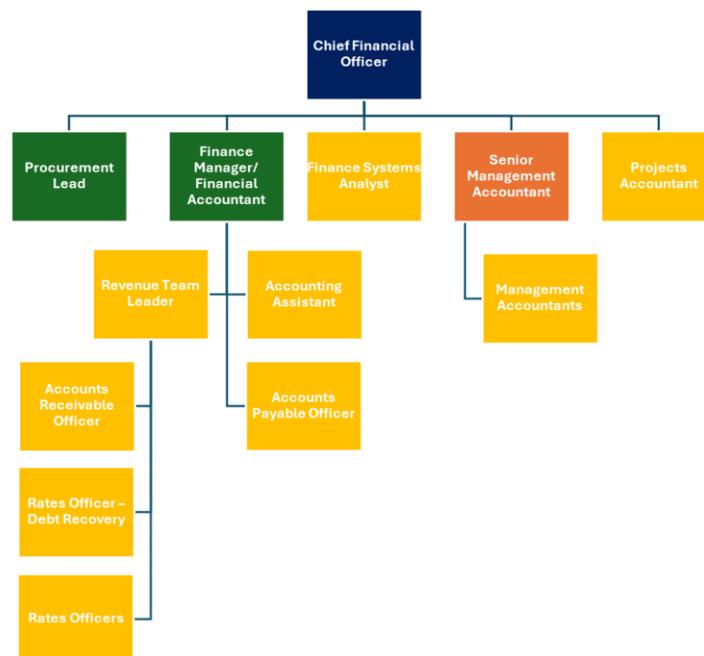


Position Description: Accounts Payable Officer

Business Group	Finance
Reports To	Financial Manager
Direct Reports	Nil
Date	February 2026
Budget Responsibility	Nil
Financial Delegation	Nil

Business Group Structure



Purpose of the Position

The purpose of the Accounts Payable Officer position is to be responsible to the Financial Manager/Financial Accountant for the efficient function of the Council's and associated organisations Accounts Payable systems. This position will provide services to all management units of the Council and associated organisations in matters relating to accounts payable, maintaining good relationships with all

creditors, and ensuring adherence to the Council’s financial delegations register, internal controls, reporting any breaches.

Key Relationships / Customers

External	Internal
Contractors / Suppliers	Finance Group
Consultants	All TDC Business Units
Members of the public	Unit Managers / Team Leaders
Counterparts of other territorial authorities	All TDC Staff
CCO’s and Council-associated organisations - TDHL, Downlands Water Supply, Aorangi Stadium Trust, Venture Timaru	

Position Responsibilities

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

1. Efficiently control the Accounts Payable system for Council, Downlands Water Supply and Aorangi Stadium.
2. Ensure that all creditors' accounts are paid promptly and by the required due dates.
3. Distribute creditors' invoices for payment authorisation.
4. Send remittance advices with payments.
5. Responsible for the completion and accurate processing of the GST returns for all associated organisations within appropriate timeframes and before due dates.
6. Ensure payroll creditors are processed in a timely manner.
7. Management of the creation and setup of new creditors accounts and the maintenance of existing creditors accounts for changes or edits.
8. Check and correct associated Masterfile changes and edits.

9. Maintain and ensure all internal controls and the financial delegations register are met and adhered to for all creation of new creditors and for the processing and payments of all creditors invoices.
10. Module champion of the Council's Authority accounts payable and electronic purchasing modules. This would include any testing required when there are system upgrades.
11. Champion of systems linking into Authority modules including Esker.
12. Continually investigate and develop improvements to enhance and provide efficiencies with the Council's payables processes.
13. Assist with the ongoing development of accounting systems and review internal controls and undertake internal audit functions within the payable systems.
14. Actively engage in setting own goals and objectives.
15. Assist with other duties as reasonably required by the Finance Manager/Financial Accountant.
16. Take responsibility for ensuring Council information, data and records are stored with appropriate accessibility in designated systems, using processes and tools as described in the current Information Management Policy.
17. Actively contribute to health, safety and wellbeing through working safely, taking responsibility for keeping self and colleagues free from harm, reporting all incidents and hazards promptly and knowing what to do in the event of an emergency.
18. To be actively involved in Civil Defence Emergency Management when required.
19. To live the COSI values; Customer Focus, One Team, Success and Integrity and consciously support a team culture that is consistent with the overall organisations values and above the line behaviours.
20. Commitment to the principles of the Treaty of Waitangi.

Formal Qualifications / Training / Experience

Minimum Qualification	NCEA Level 3 or equivalent with Mathematics.
Desired Qualification	Certificate of Business Administration (Level 4).
Minimum Experience	At least five years' experience in general administrative activities.

Desired Experience	More than five years' experience in general administrative/financial activities.
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Key Competencies / Skills / Knowledge

- The ability to be discrete and handle very confidential information.
- Excellent computer skills (including spread-sheeting and word processing).
- Previous experience with accounts receivable/payable software.
- Accounting knowledge will be a distinct advantage.
- Ability to work with minimum supervision.
- Ability to be proactive, use initiative and have prior experience working autonomously as required.
- Ability to meet deadlines.
- Excellent verbal and non-verbal communications skills.
- Excellent inter-personal skills are essential with the ability to work with a wide range of stakeholders.
- Ability to work as part of a team.
- Excellent administration skills, including attention to detail and accuracy with figures.
- High level of numeracy.
- High level of honesty, integrity, confidentiality and a trustworthy manner.

Chief Financial Officer

Accounts Payable Officer

Date

Date