

Position Description: Accounts Assistant – Accounts Payable

Preamble

Hansen Partnership is one of Australia's leading multi-disciplinary planning and design consultancies serving both the private and public sectors in Victoria, Tasmania, NSW and internationally. Hansen Partnership's team of highly qualified and experienced urban designers, urban planners, landscape architects and project managers are well-qualified across the spectrum of urban planning, urban design and landscape architectural disciplines.

Reporting

The Accounts Assistant reports to the General Manager and Managing Director.

Key accountabilities

Whilst the main function of this role is to manage the end-to-end accounts payable, the position will also be expected to provide high level accounts support to the General Manager and provide key support to all staff throughout Hansen.

The primary duties of the role of the Accounts Payable Assistant are managing and administering end-to-end accounts payable, including:

- Entry of all creditor invoices into relevant software package (MYOB and QuickBooks)
- Matching of invoices to purchase orders
- Ensuring all invoices have been signed off and authorised according to protocol before being processed
- Resolving invoicing discrepancies and escalating to General Manager if necessary
- Managing the AP ledger and creditors files
- Scheduling batch payments to creditors at end of month or as invoices fall due
- Managing payments to sub-consultants in liaison with Assignment Managers
- Reporting on creditors on a weekly basis to General Manager
- Advising General Manager of any issues relating to creditors
- Assist with month-end-closing
- Assisting General Manager with management of Cash Flow
- Other accounts payable duties as required from time to time.

Additional Accounts Support

- Creation and provision of ad-hoc reports as requested
- Backup for payroll and management reports as needed
- Assistance with invoicing on an as needs basis.

General Office Duties

- Ongoing filing
- Other duties as requested from time to time.

Key Performance Indicators

- Accurate and efficient data entry and posting of invoices
- Accurate payment to creditors and other suppliers
- Accurate reports delivered in a timely manner
- Cash-Flow and payments to creditors managed.

Required skills

The primary skills required for the role of Accounts Assistant – Accounts Payable are as follows:

- Tertiary qualification in Commerce or Accounting would be highly regarded
- Intermediate skills in QuickBooks / MYOB
- Proficiency in MS Office package
- Knowledge of general accounting procedures
- Accuracy and efficiency in data entry
- Strong organisational skills
- Excellent Communication and phone management skills
- Strong problem-solving skills and analytical skills
- Ability to work autonomously
- A helpful, courteous manner
- Confidentiality.