

Accounts Payable Administrator Finance

Role Purpose:

The role is to support the accurate and timely processing of invoices while providing a high level of customer service by responding to vendor and internal queries.

Dimensions:

Responsible to:	Accounts Payable Manager
Responsible for:	Nil
Location:	Wellington
Internal Relationships:	Finance and Accounting Teams Managers Administrators
External Relationships:	Auditors Suppliers Customers

Key Accountabilities

Operational Performance

- Respond to all emails received into the Accounts.Payable@kiwirail.co.nz mailbox, either directly or by passing the query to the appropriate Accounts Payable Officer to resolve.
- Follow up with vendors who are not providing the correctly formatted invoices into Esker and those who need further guidance to correctly follow KiwiRail's invoicing processes.
- Reconciliation of supplier statements.
- Assisting the Accounts Payable team with Esker processing
- Perform additional tasks as required pertaining to shared services finance functions

Customer Service



<ul style="list-style-type: none"> • Build and maintain effective relationships with internal and external customers including various vendors, administrators, accountants and commercial managers. • Respond to external and internal customers' needs in a timely and professional manner
Internal Processes
<ul style="list-style-type: none"> • Continually assess processes and suggest improvements to enhance efficiency
Records Management
<ul style="list-style-type: none"> • Ensure that you are aware of the policy and procedures around the creating, maintaining and destruction of records. • Understand the Inland Revenue invoice requirements
Zero Harm
<ul style="list-style-type: none"> • Understands and supports the health and safety policies and processes within the business • Take all practicable steps to prevent harm to self and others • Participate in H&S and induction training as requested • Comply with all HSE legislation, regulation, code of practice, safe operating procedure, best practice relevant to your responsibility. • Understand your responsibilities as outlined in the HSE Toolkit

Person Specification:

Area	Essential	Desirable
Education	<ul style="list-style-type: none"> • University Entrance (i.e. Level 3 NCEA in three or more approved subjects) 	<ul style="list-style-type: none"> • Studying towards an accounting or accounting related degree and successfully completed 1 year of study
Skills and Experience	<ul style="list-style-type: none"> • Demonstrated skill in accuracy and attention to detail • Proven ability to meet deadlines • Ability in dealing with difficult customers • Proficient in Excel 	<ul style="list-style-type: none"> • Experience in Accounts Payable and use of SAP ERP system an advantage

