Accounts Payable Officer

*Position Description*



*Location:* Wellington



*Reporting to:* Financial Accountant

*Business Unit:* Financial Business & Risk

*Direct Reports:* Nil

*Date Last Reviewed:* July 2024

### *About FMG*

***Formed by farmers for farmers over a century ago, FMG is New Zealand’s leading rural insurer providing risk advice and insurance solutions for farmers, growers, commercial businesses, the lifestyle sector and domestic clients.***

***We’re proudly 100% New Zealand owned and operated and our focus is on helping our clients to achieve their goals.  As a mutual organisation, we’re all about giving rural New Zealanders a better deal, and part of this involves reinvesting all profits back into the business to keep premiums low and ensure the future sustainability of the organisation.***

### *FMG’s Values*

The FMG brand represents promises about what customers can expect from us and each of us is responsible for delivering on these promises. Living our company values means we deliver the best brand experience for our customers. Our company values are:

|  |  |
| --- | --- |
| * Do what’s right | * Make it happen |
| * We’re in it together | * Proud of who we are |

### *Work Environment*

We strive to provide an environment that promotes and fosters achievement. We place importance on career development and training to give our people the tools they need to succeed.

### *Purpose of the role*

### This position is primarily responsible for the processing of all payments to external parties, expense reimbursements to employees and providing support services to the Financial Management team.

### *Key Responsibilities*

| Area | Responsibilities |
| --- | --- |
| Supplier Invoices | * To key all supplier invoices into the FMG Financial Management System accurately, and in a timely manner. This will involve ensuring the necessary signature authorisation for every invoice according to the Financial Delegated Authorities Manual. |
| Employee Expenditure | * Administer corporate cards to employees upon appropriate approval, maintain user limits and ensure timely deactivation of cards for departing employees. * To maintain user access and master file data within the FlexiPurchase tool for corporate card holders and employees submitting expense reimbursements. |
| Making Payments | * To ensure that duly authorised invoices are paid in a timely and accurate fashion in order to protect FMG’s sound reputation as a financial services provider. * To ensure that employee reimbursements are processed and paid in a timely manner. |
| Supplier Liaison | * To ensure that supplier statements are reconciled on a regular basis and any discrepancies are dealt with effectively. * To ensure that supplier queries are addressed in a professional and timely manner. |
| Petty Cash & Miscellaneous Banking | * To ensure the effective management of petty cash and foreign currency distribution, as well as depositing and processing miscellaneous banking on a timely and accurate basis. |
| Team Focus | * Contributes to the effective functioning of the Financial Management team through assisting other team members with any work required. * Share information and resources and provide feedback in a positive and collaborative manner. |
| FMG Values | * Promotes the “FMG Way” through displaying the values of FMG which are: do what’s right; we’re in it together; proud of who we are; and make it happen. |
| Wellbeing and Safety | * Complies with safety and wellbeing policy and procedures, including accident and incident reporting and hazard management requirements * Works in a safe manner at all times and does not undertake activities without appropriate training |

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| **COMPETENCIES** | |
| *\*see competency framework for behaviours expected at each level* | *Expected Level* |
| **Client Driven (Internal & External)**  A commitment to understanding the needs and best interests of both internal and external clients, in order to provide them with outstanding service and help them to make informed decisions. | Intermediate\* |
| **Accountability**  Taking personal ownership of decisions, behaviour, and development, and being responsible for how these actions impact on the wider organisation and customers. | Intermediate\* |
| **Adaptability**  Demonstrating a willingness to engage in a changing environment and being flexible and comfortable working with change. | Competent\* |
| **Motivation and Drive**  The determination to achieve goals and strive for excellence. | Competent\* |
| **Relationship Building**  Developing and maintaining positive, professional relationships that are built on mutual trust and respect. | Competent\* |
| **Team Work**  Making a positive contribution to the FMG team and collaborating effectively with others to achieve objectives. | Intermediate\* |

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| **KNOWLEDGE** | |
| **Qualifications** | Relevant Tertiary Qualification desirable |
| **Specialist Knowledge** | Accounts Administration, Accounts Payable, Bank Reconciliations |
| **Business Awareness** | Understands the internal workings of FMG and how business works; understands FMG's position in the advice and insurance market and knows the competition. |

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| **SKILLS** | |
| **Financial Skills** | Basic financial skills. |
| **Verbal Communications Skills** | Communicates clearly in order to present information to persuade and influence others. |
| **Listening Skills** | Demonstrates active listening skills through eye contact, paraphrasing, appropriate body language and checking understanding. |
| **Written Communication Skills** | Able to write clear and concise emails. |
| **Technology Skills** | Can use relevant software and technology e.g. MS Word and Excel |

### *Relationship*

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| --- | --- | --- |
| External | Internal | Committees/Groups |
| External Suppliers  Bank Personnel  External Auditors | Financial Management Team  All FMG Employees |  |

### *Financial Authority Levels*

* No authority to approve or commit expenditure

### *Human Resources Authority Levels*

* Not applicable

### *Agreement*

I agree to the outline of the role as contained in this document and recognise that the contents may need to be amended from time to time to reflect changing business requirements.

I as Job holder, allow my Manager to gather information from third parties where necessary for the purposes of performance management.

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| Accounts Payable Officer’s Name: |  |
| Signature: |  |
| Date: |  |

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| --- | --- |
| Financial Accountant’s Name: |  |
| Signature: |  |
| Date: |  |