

Position Description

Position title:	Payables & Expenses Officer
Reports to:	Payables & Expenses Team Lead
Business unit:	Corporate Services Group
Employment category:	Enterprise Agreement (pay point 8-10)

About CitiPower and Powercor

As electricity distribution companies we provide safe, reliable and affordable power to 1.9 million Victorian customers. We use our network of poles, wires and infrastructure to bring power to homes and businesses across almost 65% of Victoria — that's more than 120,000 kilometres of wires and 850,000 poles.

But we do so much more than manage poles and wires. We're also the gateway to a clean energy future, dedicated to finding solutions and harnessing new technology to benefit our customers, communities and the environment. This includes industry leading projects in community batteries, demand management, smart charging for electric vehicles (EVs) and microgrids.

And as more customers choose solar, batteries, EVs and smart appliances — the electricity system is becoming increasingly complex, and so too is the level of innovation required to manage it. That's where you come in.

About the Corporate Services Group you'll be part of

The Corporate Services Group plays a vital role for the business by managing essential services such as property, procurement, revenue management, payroll and security. With a focus on excellence, integrity, collaboration, and innovation, we are dedicated to delivering exceptional support that enables the company to thrive and grow.

The Corporate Services Group support the operational efficiency and safety of our business. The team manage essential assets and services critical to running of the business. From overseeing property and procurement to managing revenue, payroll, and the security of our people, places and assets. They ensure that these elements are well-maintained and optimised to deliver value for all.

Our core values



Live safely



**Improve our
business**



**Be customer and
community minded**



**Be the best
you can be**



**Succeed
together**

Purpose of the position

Be a key contributor to delivering the Payables and Expenses function; accounts payable, employee travel and expense, credit card and gift card programs. This involves delivering high quality work that aligns with shareholder, regulatory, legislative and customer expectations. Additionally, you will apply keen attention to detail across a range of processes and action in required timeframes.

Your key responsibilities

Accounts Payable

- Action processes in accordance with policies and procedures and within specified timeframes.
- Promptly address and resolve workflows and related issues to minimise overdue payments.
- Reconcile accounts to vendor statements to ensure high performance reportable under the Payment Times Reporting Scheme legislation.
- Prepare forecasting for accruals.

Corporate Credit Card and Employee Expense Programs

- Manage the physical credit card and gift card lifecycle including issue through to cancellation.
- Proactively monitor and resolve issues relating to expenses processing.
- Generate reports and action in accordance with established processes.
- Provide a high-quality service and response to internal and external stakeholder enquiries.

Whole of Business Support

- Work collaboratively with cross functional and broader business teams.
- Provide education and training of systems and processes to support the business achieving timely Payables and Expenses processing.
- Uphold company policies including Delegations of Authority and Segregation of Duties.
- Contribute to audits as required.

Team Contribution and Development

- Support the teams' development through learning new tasks and training team on new tasks.
- Apply learnings to improve processes and / or achieve process efficiencies.
- Contribute to projects and perform User Access Testing (UAT).
- Maintain procedures and work instruction documents.

What you'll bring to the business

Qualifications / Attributes:

- Verbal and written communication skills appropriate for stakeholders with varying degrees of financial knowledge and understanding.
- Proven ability to problem-solve and meet deadlines while remaining calm under pressure.
- Ability to work both independently and collaboratively as a productive team member.

Knowledge:

- Intermediate / advanced proficiency in the use of Microsoft products; Excel, Word, Outlook and Teams.
- Demonstrated understanding of accounts payable and expense-management related processes, policies, and practices.
- Analytical skills and the ability to interpret data to problem solve.

Experience:

- 3+ years' hands-on experience working across financial administrative functions, such as; accounts payable, accounts receivable, accounting.

The skills and competencies you'll have

'Thought' competencies

1. Customer focus: Building strong customer relationships and delivering customer-centric solutions
2. Decision Quality: Considers various points and uses good judgement to make decisions and recommendations, knowing when to act or escalate
3. Financial/commercial acumen: Applying financial thinking, commercial rigour and discipline to all business decisions and customer relationships to identify ways of maximising and protecting our business value

'Result' competencies

1. Ensures accountability: Holding self and others accountable to meet commitments
2. Being resilient: Rebounding from setbacks and adversity when facing difficult situations
3. Optimises work processes: Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement

'People' competencies

1. Collaborates: Building partnerships and working collaboratively with others to meet shared objectives
2. Manages conflict: Handling conflict situations effectively, with a minimum of noise
3. Interpersonal savvy: Relating openly and comfortably with diverse groups of people

'Self' competencies

1. Manages ambiguity: Operating effectively, even when things are not certain or the way forward is not clear
2. Situational adaptability: Adapting approach and demeanour in real time to match the shifting demands of different situations
3. Demonstrates self-awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses

Other relevant information

- Travel to other work locations / sites may be required