

Accounts Payable Officer

JOB TITLE:	Accounts Payable Officer
DEPARTMENT:	Business Operations – Finance
JOB HOLDER:	
REPORTS TO:	Financial Accounting Manager
STATUS:	Parental leave cover / 9 months. Full time 1.0 FTE

JOB PURPOSE

Accounts Payable officer will need to manage end to end accounts payable processes for Medecins sans Frontieres Australia (MSFA) and Medecins sans Frontieres NZ (MSF NZ) on a timely basis, including bank reconciliations, monthly Business Activity Statement (BAS) preparation for MSFA and bi-annually GST preparation for MSFNZ.

DIMENSIONS

The Financial Accounting team consists of 4 team members, with this role expected to be on-site two days per week.

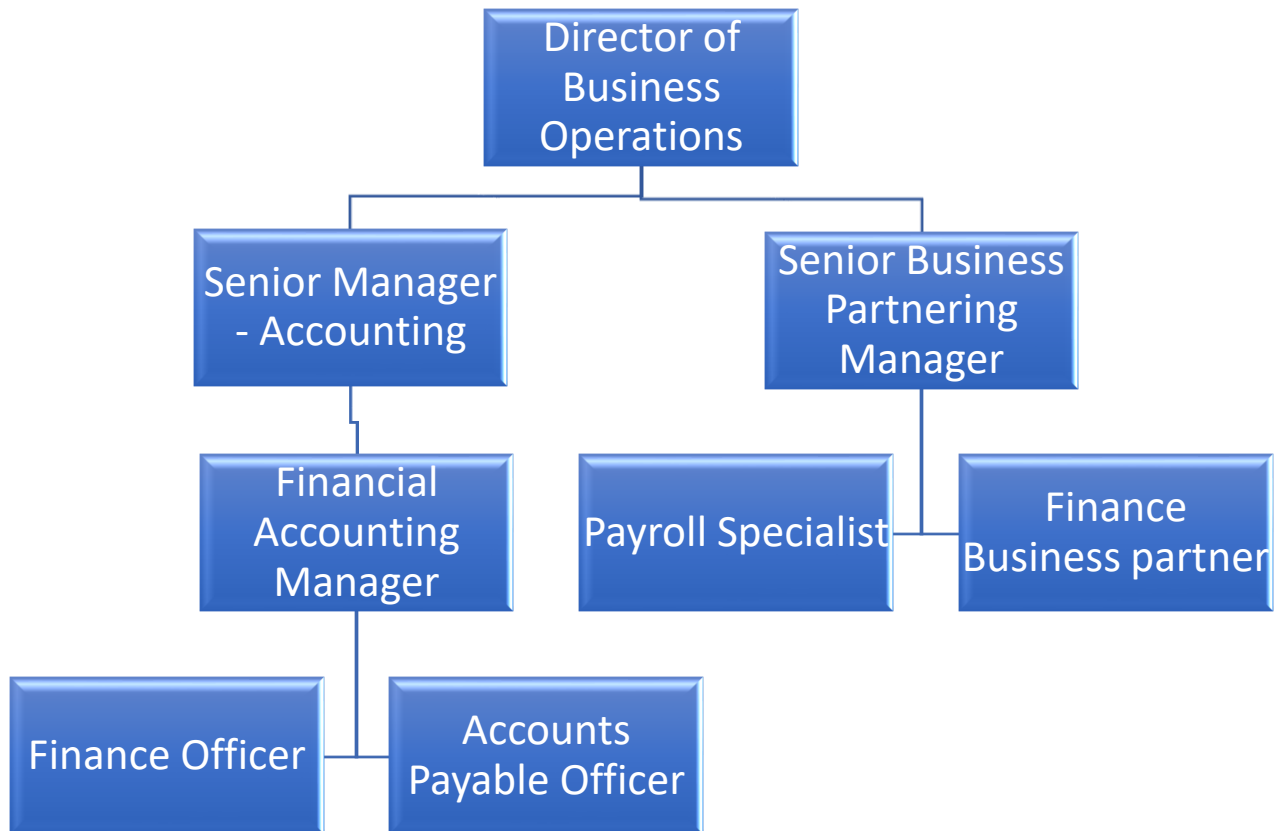
The role is part of the broader Finance Team, which also includes the Business Partnering team, working collaboratively across the organisation.

The role may be involved in supporting finance projects per year, including audits, and compliance.

DATE:	
--------------	--

Accounts Payable Officer

ORGANISATIONAL STRUCTURE



CONTEXT

The Financial Accounting team sits within the Business Operations Department.

The Financial Accounting team is involved in Accounts payable and accounts receivable, month end tasks, bank reconciliation and works closely with the Supporter Relations team who provides additional support for bank reconciliations.

Financial accounting team works with all departments in MSF

ACCOUNTABILITIES

Main Tasks and Duties

- Manage end to end accounts payable processes on a timely basis including entering all invoices, liaise with suppliers' queries, payment of all invoices and expense reports
- Maintain vendors' records
- Preparation of the *Business Activity Statement* and related supporting reports (monthly) for MSFA and GST (bi-annually) for MSFNZ

KEY PERFORMANCE INDICATORS

- Enter invoices accurately in NetSuite for both AU and NZ on weekly basis
- Process the pay run every Wednesday and pay within MSFA 14 days trading terms for both AU and NZ

DATE:

Accounts Payable Officer

- Management of foreign exchange and international transactions each week for payments to foreign suppliers.
- Weekly reconciliation of nominated bank accounts (MSFA
- Regular monitoring of bank account balances and cash flow
- Reconcile all the relevant GL accounts (AP and Other Payables) on a monthly basis
- Assist the auditors, and prepare relevant documentation, with the interim and annual audit
- Management of Donations-in-Kind Register and supporting documentation.
- Run relevant reports from Salesforce create deposit summary and upload them into Netsuite (MSFA's accounting package)
- Regular reconciliation of Netsuite and Salesforce donor database including generation of exceptions reports and liaising with the Supporter Relations department.
- Maintaining current knowledge of *Netsuite* (MSFA's accounting package).
- Update existing vendor forms from intranet and enter new vendor creation forms into
- Flag any new vendors that are collecting/managing personal data with the Privacy Officer.

Other Duties

- Take on any additional tasks or projects as required.
- Note there will be flexibility required in this role that tasks may change as we navigate a period of Transformation within the organisation.

Relationships

- Responsibility for maintaining relationships with suppliers.
- Responsibility for maintaining relationships with relevant tax authorities in Australia and New Zealand.
- Responsibility for maintaining relationships with relevant banking contacts.
- Working with internal departments and liaising with Head of Department's for month end bank reconciliations and accounts payable.
- Liaising with Finance Officers, Fundraising and Supporter Relations team for month end processes.

Compliance

- Ensure adherence to MSF financial guidelines and policies and report any variance to the Financial Accounting Manager
- Ensure all mandatory Australia and New Zealand reporting requirements to government departments/agencies are met
- GST compliance monitoring/review
- Research and propose solutions for ad hoc compliance issues as they arise, e.g.: GST compliance

- Create new vendor records and maintain with the correct bank details weekly
- Respond to all supplier queries within 2 days of receipt
- Ensure AU OAF bank reconciliations are completed accurately by 7th each month
- Ensure AU BAS reconciliation and reports processed by 21st each month
- Accurately complete GST (bi-annually) for MSFNZ by Oct and March

DATE:

Accounts Payable Officer

CHALLENGE & CREATIVITY / DECISION-MAKING

- Need to work effectively under pressure to meet strict deadlines.
- Need to maintain focus and consistency when handling repetitive or monotonous tasks.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential criteria

- ERP system experience
- Previous accounts payable experience
- Previous experience working with banking platforms
- Strong communication skills
- Strong Excel and Word skills
- High level of attention to detail
- Well-developed problem-solving skills
- Ability to work well in a team
- Able to work under pressure to meet deadlines

Desirable criteria

- Netsuite experience
- Salesforce experience (CRM)
- Tertiary qualification in finance/accounting
- Not for profit experience

COMPETENCIES

- At MSF Australia, the following 5 values form the foundations of our culture – **T**ransparency, **R**espect, **U**nderstanding of Diversity, **S**tepping In, and **C**ollabora**T**ion: we value T.R.U.S.T as an essential element to how we operate and believe that these organisational values flow from this trust that we build.
- **PLANNING & ORGANISING:** the ability to think ahead about how to co-ordinate tasks and projects and monitor their progress.
- **RELATIONSHIPS, COMMUNICATION & LISTENING:** the ability to work together, collaborate, resolve conflicts and gain trust/respect of colleagues, either individually or within a team, for the good of the organisation.
- **ACTION ORIENTATED:** the ability to focus on & complete work and tasks, be proactive and use initiative.

DATE:	14/04/2025
Signed: (Job Holder)	
Signed: (Manager / Director)	