



A NEW OUTLOOK FOR YOUR CAREER

Accounts Payable Officer

APS Level 4

JOB REFERENCE NUMBER	60015996
CLASSIFICATION	APS Level 4 (Administrative Services Officer Class 4)
GROUP	Enterprise Services
PROGRAM	Finance
LOCATION	Melbourne
STATUS	Non-ongoing specified task for 12 months
WORKING HOURS	Full time
SALARY RANGE	\$65,620 to \$71,959 plus an additional 15.4% superannuation
CLOSING DATE	11:30pm AEST/AEDT Sunday 27 th September 2020
APPLICANTS	Australian Citizenship – see Eligibility Requirements
CONTACT OFFICER	Michelle Kan, Finance Manager Corporate & Business Performance Phone: 03 9669 4438 Email: michelle.kan@bom.gov.au



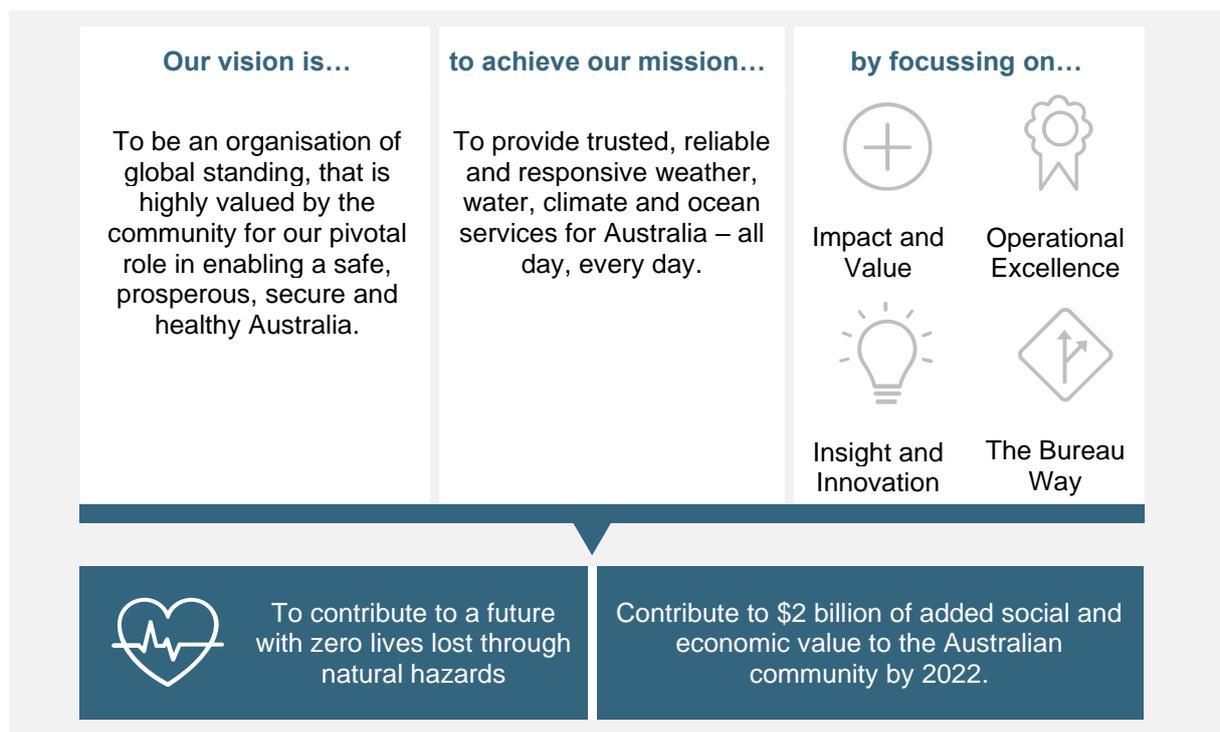
ABOUT US

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific.

We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunamis and tropical cyclones.

Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focussed scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services.

We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.





WORKING AT THE BUREAU

The Bureau represents a dynamic and exciting opportunity. A role with the Bureau involves:

OUR WORK	OUR PEOPLE	OUR ENVIROMENT	OUR EXPIERENCE
Purpose-driven impactful work that brings real benefit to the Australian Community, businesses and industry.	A deeply passionate and highly skilled workforce that continuously challenges the status quo to achieve greater impact and experiences for our colleagues and customers.	A world class organisation with excellent workplaces in great locations, access to cutting-edge technology and a safe and inclusive environment for everyone.	A commitment to professional development and growth, backed by clear career pathways and training opportunities, and complimented by a competitive remuneration package.

POSITION OVERVIEW

The Bureau of Meteorology are seeking an enthusiastic and motivated Accounts Payable Officer to join our team in Melbourne.

As the Accounts Payable Officer, you will provide financial and administrative support to a wide range of stakeholders, both internal and external to the Bureau. The role primarily involves processing payments, verifying and certifying documents and the reconciliation of invoices. The position is also responsible for assisting in the administration of the Bureau's Corporate Expense Management System. You are pivotal in ensuring the day-to-day management of all payment cycle activities occur in a timely and efficient manner.

The Bureau is undergoing significant change in the Finance space. Your ability to implement and adapt to change is instrumental in supporting the Accounts Payable team in its drive for continuous improvement and the delivery of best practice procure to pay processing.

The role will provide a unique opportunity to oversee how financial resources are managed in a Commonwealth setting. Knowledge of the *Public Governance, Performance and Accountability (PGPA Act) 2013* and experience using SAP, SAP Concur and Microsoft Office Suite are highly desirable.

ROLE RESPONSIBILITIES

The responsibilities of the role include but are not limited to:

- Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
- Ensure invoices are processed accurately and on time to meet weekly payment deadlines.
- Communicate with external suppliers and internal stakeholders effectively and efficiently.
- Process payments accurately and allocation of work and management of the Accounts Payable Team as and when required.
- Participate in continuous improvement opportunities within the Accounts Payable and broader Finance team.
- Assist in the administration, training and maintenance of Bureau purchasing cards and travel and expense management tool (experience with SAP Concur will be desirable).
- Complete monthly reconciliations and prepare financial reports



SELECTION CRITERIA

The Bureau encourages applications from all suitably qualified candidates. Applications will be considered based on alignment with selection criteria, which have been matched to the APSC Work Level Standard and Integrated Leadership Systems for APS Level 4 positions.

1. Role Specific

- Demonstrate a sound knowledge of the end-to-end accounts payable process.
- Provide accurate advice to ensure compliance and alignment with legislative, corporate governance and compliance frameworks.
- Experience in the administration of a Purchasing Card Program and Corporate Travel and Expense Management Systems (SAP Concur or other) would be desirable.

2. Shapes Strategic Thinking

- Demonstrate examples of sound judgement, intelligence, and common sense when problem solving.
- Contribute innovative approaches to addressing issues and challenges in an environment undergoing significant change.

3. Achieving Results

- Effectively plan, organise, and manage time to achieve targets within set timeframes, identifying where possible, opportunities for improvement.
- Ability to achieve results in dynamic environment and with limited resources.

4. Personal Drive and Integrity

- Display initiative, optimism, and resilience, including personal courage in an environment undergoing change.
- Demonstrate self-awareness and a commitment to personal development for you/team.
- Demonstrate the behaviours required by the APS Values, Employment Principles and Code of Conduct.

5. Cultivates Productive Working Relationships

- Demonstrate your ability to build and nurture productive relationships with a diverse range of internal and external stakeholders.
- Demonstrate examples of effective collaboration, with the ability to multi-task, meet deadlines and assist others to achieve their deliverables.

6. Teamwork and Communicating with Influence

- Demonstrate your verbal and written communication skills via different methods, listening, understanding, and adapting to varying stakeholder needs.

MERIT POOL

The selection process will establish a merit pool that may be used to fill similar positions within 12 months.



HOW TO APPLY

Applications can be lodged through [BOMCareers](#).

Your application will consist of resume, contact details for two referees and a '800-word pitch' that considers:

- position overview
- job responsibilities
- selection criteria
- relevant sections of the [Integrated Leadership System \(ILS\)](#) and [APS work level standards](#).

The Bureau is an equal opportunities employer. We will support applicants with disability through our [RecruitAbility Program](#) and will provide reasonable adjustments such as access, equipment and other practical support at relevant stages of the recruitment process.

We recognise the need for our workforce to reflect the community we serve and provide an inclusive environment that respects and values diversity and is described in our [Diversity and Inclusion Statement of Commitment](#). We strongly encourage qualified applicants from diverse backgrounds to apply.

The Bureau offers flexible working options, reasonable workplace adjustments and an Employee Assistance Program (EAP). Should you have any questions or experience any difficulties with applying online, please contact the Recruitment Team on BOMCareers@bom.gov.au

COVID-19 RESTRICTIONS

We understand there are unique and evolving challenges due to the current COVID-19 pandemic. The Bureau is responsive and making changes to ensure the safety of all candidates and our team.

Under the relevant legislation and guidance of the National Chief Medical Officer:

- Currently all interviews will be held via audio/video conference (across a range of platforms to accommodate personal requirements) unless otherwise advised.
- The successful candidate may be required to carry out the duties remotely for either a period or until otherwise advised.

ADDITIONAL INFORMATION

To find out more about the employment conditions at the Bureau, please refer to the Bureau of Meteorology [Enterprise Agreement 2018](#).