



Accounts Payable Officer Local Suppliers (All Stores) & Upper Hutt Reconciliation **POSITION DESCRIPTION**

POSITION DETAILS	
Position Title	Accounts Payable Officer Petone & Porirua Reconciliation
Reports to (Position Title)	Accounts Payable Team Leader
Department / Division	Finance
Nature & Number of Direct Report	N/A
Nature & Number of Indirect Reports	N/A
Date	January 2022

PURPOSE STATEMENT

The role is focused on contributing to the overall success of the business by providing a high standard of accounts payable processing and reconciliation skills meeting set deadlines.

The primary purpose of this role is to:

- Accurately and efficiently reconcile all Mitre 10 Petone and Retail supplier invoices and statements, ensuring stock is correctly loaded and the reconciliations are completed within set deadlines
- Assist in the processing of Local Suppliers and Trade Direct to Site invoices as required
- Assist in implementing any new accounts payable processes, procedures and systems including training and supporting the finance team and wider team

The role demands:

- Accurate data entry skills
- Effective verbal and written communication skills
- Excellent time management skills with the ability to work to deadlines
- Good numeracy skills
- Well developed interpersonal skills at all levels
- Good organisation skills.

VISION, PURPOSE AND VALUES



Accounts Payable Officer
Petone & Porirua Rec

KEY ACCOUNTABILITIES OF POSITION	
Accountability Description	
Petone & Porirua Store Reconciliations	<p>The below relates to Mitre 10 NZ/Support Centre suppliers only for Petone & Porirua stores</p> <ul style="list-style-type: none"> • Reconcile statements • Accurate loading & matching all stock invoices from inwards goods to relevant packing slips and acquiring P.O.D.s when necessary • Accurate loading all non stock invoices including seeking relevant approvals • Resolving any invoice problems raising credits where necessary • Follow up outstanding credit claims • Sending data to Mitre 10 New Zealand • Follow up on 90 day creditors
POS Cover	<ul style="list-style-type: none"> • Ensure you are fully trained and competent to provide cover at POS during peak periods and staff absences
Health & Safety	<p>Demonstrate safe behaviours and make sure that you and others are safe at your place of work</p> <ul style="list-style-type: none"> • Treat safety as your first priority and encourage other team members to do the same • Make sure your place of work is clean and tidy – keep an open eye for hazards and report them • Follow safe work practices, rules and instructions and make sure you are trained before you use any company equipment • Avoid 'horse play' and behaviour that could result in harm to others • Wear PPE as required and directed • Check the safety of plant and equipment before use and report any defects • Learn relevant policies, procedures and work instructions and follow these • Contribute to the overall safety culture by voicing your ideas and suggestions and developing solutions on H&S performance • Report hazards, incidents and work related injuries / accidents promptly in accordance with the company's Health & Safety Policy
Compliance Management	<ul style="list-style-type: none"> • Project a favourable Company image through personal appearance, knowledge & attitude. • Comply with Mitre 10 Company Policy and Rules at all times. • Assist in, or carry out, other duties as reasonably required by management.

KEY PERFORMANCE STANDARDS	
Accounts Payable	<ul style="list-style-type: none"> • AP closed off by the 6th working day – with goal to reduce to 4th working day • Petone & Porirua reconciliations completed by the 15th of the following month with the aim to reduce • All 90 day creditors resolved by the last day of the following month • All outstanding credit claims followed up and resolved • A high level of accuracy of data entry and reconciliations • Organised and accurately filed documentation with sufficient audit trails
Customer Service	<ul style="list-style-type: none"> • Resolving all queries internal and external within an appropriate timeframe.
Engagement	<ul style="list-style-type: none"> • Demonstrated willingness to assist within the Support Services team and other areas of the store.

WORKING RELATIONSHIPS	
Frequent People Contact	Nature of Contact and Why
Contact Centre Administrators	Working with this team to assist in AP, ensuring accuracy and that deadlines are met. Ongoing training and sharing of knowledge
Petone, Upper Hutt and Porirua team members and managers	Resolving queries and data entry with delivery dockets and packing slips. Authorisation of invoices for payment.
Inwards Goods team members	Resolving queries and data entry with delivery dockets and packing slips
External suppliers	Resolving invoice and credit claims queries

POSITION HOLDER SPECIFICATIONS	
Qualifications required	N/a
Total years of experience required	<ul style="list-style-type: none"> Minimum of 3 years accounts payable experience
Other specific Technical skills required	<ul style="list-style-type: none"> Good understanding of finance/computer systems and Microsoft Office
Competencies required:	<ul style="list-style-type: none"> Accurate data entry skills. Excellent customer service skills. Effective verbal and written communication skills. Excellent time management skills with the ability to work to deadlines. Strong problem solving skills with the ability to identify a range of appropriate solutions. Good numeracy skills Well developed interpersonal skills at all levels. Self starter and able to work with minimal supervision Excellent organisation skills

'Working with Others'	'Focusing on Customers'	'Seeing things Differently'	'Driving for Results'	'Leading by Example'	'Understanding Me'	'Demonstrating Expertise'
<i>Collaboration (working with others), openness, communication, teamwork, celebrating success, values, supporting and encouraging others, building rapport, ensuring understanding</i>	<i>Customer focus (Internal & external), knowing the industry and competition, business acumen, accountability, managing relationships</i>	<i>Adaptive & flexible, dealing with ambiguity and complexity, innovation, creativity, continuous improvement, embracing change</i>	<i>Planning & organising, influencing, meeting deadlines, accountability, goal/objective setting, decision making, problem solving, prioritisation, perseverance, success focus, initiative</i>	<i>Personal development and improvement, interpersonal skills, confidence, trustworthiness, integrity, honesty, showing initiative, flexible and adaptable, positive, accountability</i>	<i>Motivators, resilience, enthusiasm, self-awareness, Emotional Intelligence (EQ), personal values, curiosity & willingness for learning, open to feedback, self-improvement and development, career ambition / aspirations, composure, patience</i>	<i>Technical skills, knowledge, expertise & competence, financial awareness, software skills, technical learning, value add</i>
<ul style="list-style-type: none"> You put team goals first and like to share information, ideas and suggestions in a respectful way. You listen to others and consider their ideas and opinions, even if they are different from your own; you know that everyone is different and that's a good thing. You treat others as you would like to be treated, or better. You're good at getting your ideas and feedback across (verbally or in writing) using simple language that everyone will understand. You ensure you're giving the right message to the right people. You are comfortable asking questions and respectfully question if you think there is a better way. You enjoy what you do and celebrate success. You are proud to work for the Company and champion the 'Mitre 10 way' wherever you go. You use appropriate language for the people you are talking to so that they feel comfortable, valued and respected 	<ul style="list-style-type: none"> You enjoy connecting with our customers, making sure that you understand their needs. You always put the customer's needs before your own. You pride yourself on exceeding customer expectations, always striving to deliver a better service than last time. You understand that we operate in a highly competitive industry, and what we need to do to be better than our competitors. You know about the Company's long term goal and you understand where we are going. You seek to understand how what you do in your role contributes to the Company's success. You understand how important confidentiality is, and you take responsibility for protecting our business and our customer's information. You always act with the customer in mind. You take action to eliminate causes for customer complaints, and take personal responsibility to resolve customer enquiries or complaints quickly. You understand, and apply, the concept of 'Customer Centred Service'; that everything we do is driven and paid for by the customer, and they are at the centre of all our decisions. 	<ul style="list-style-type: none"> You adapt to changes to your work environment and are willing to try new approaches rather than keep on with the status quo. You actively seek out opportunities to improve day to day processes and tasks, and are excited about new possibilities. You embrace change and pride yourself on improving your own efficiency by trying out different approaches. You don't accept things the way they are, finding new and innovative ways of doing them better, discussing and agreeing these new approaches with your manager in advance. You talk about your concerns and opinions about change in a constructive and positive way 	<ul style="list-style-type: none"> You're a hard worker and always committed, even when things get tough. You're enthusiastic and focus on the positive things You operate well at pace and are able to cope with pressure You act with a sense of urgency (quickly) and take personal accountability for meeting customer needs and our commitments to them. You think about options, weighing up pros and cons, and you involve others (within and outside your team) to make sure you've got the right information and take action. You follow up and follow through on everything you say will do. You use your initiative and pursue everything with energy, drive and a need to finish; you make decisions on time, under tight deadlines and pressure 	<ul style="list-style-type: none"> You're good at giving constructive, open feedback to others and you support your fellow team members When a new person joins the team, you help them with training and developing their skills; you demonstrate the right behaviours and follow the right work processes You're always honest and do what you say you will; you behave in a consistent and reliable way You take responsibility for your actions even when things go wrong, by suggesting alternative solutions and recommending a course of action to your supervisor / manager You're proud of Mitre 10 and are a role model for our values You maintain your composure and cope well under pressure You know that your attitude leads your behaviour; which in turn leads our customers' attitudes and behaviours. You always stay positive, friendly and helpful, even when the going gets tough. 	<ul style="list-style-type: none"> You don't give up easily, especially in the face of resistance or setbacks, looking at alternative ways to get the desired outcome You look for feedback from others and respond constructively to it; you don't over-react to criticism and take on feedback. You seek opportunities to play to your strengths You regularly look at your own development needs and take steps to bridge any gaps; you take responsibility for your own personal growth and development and recognise that in order to grow, you need to try different things You think about how your behaviour affects others and change your behaviour if necessary You recognise that the business is constantly evolving and that your personal development also needs to continue for you to keep pace with the business 	<ul style="list-style-type: none"> You complete your work tasks to a satisfactory level and enjoy getting the best result You require only minimal supervision and occasional review from your manager You apply your own experience and knowledge to resolve problems and new issues to achieve a successful outcome You bring a range of suggestions and possible solutions to your supervisor / manager when there is a problem You share your knowledge and experience with those around you You are recognised as the 'expert' or 'champion' in your area, and pride yourself on being able to answer customers questions You're keen to learn new skills and improve your knowledge so that you can help customers have a great shopping experience. You seek out possible training or learning solutions.