

## POSITION DESCRIPTION

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**POSITION:** Accounts Payable Coordinator  
**REPORTS TO:** Finance Manager, Corporate Services  
**DATE:** June 2008

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### PURPOSE OF THE POSITION

Provision of efficient and effective financial processing support. The main function of the role is to manage the creditors ledger and accounts payable processing within the PHARMAC accounting system.

### PHARMAC'S OBJECTIVE

PHARMAC's objective is to secure for eligible people in need of pharmaceuticals the best health outcomes that are reasonably achievable from pharmaceutical treatment and from within the amount of funding provided.

### RELATIONSHIPS

- All PHARMAC staff, particularly the Finance Manager and the Manager, Corporate and External Relations
- Suppliers of services to PHARMAC

### KEY ROLE REQUIREMENTS

- Ensure internal control requirements are met (monitoring adherence to PHARMAC policies and procedures, account coding is appropriate, invoices/claims are properly authorised, adherence to normal terms of credit for trade creditors unless overridden by specific contract terms agreed by PHARMAC, cheques are signed by authorised signatories, GST is appropriately accounted for, payment is only made against original invoices, ensuring transaction descriptions entered into accounting system are meaningful, all creditor master file changes are authenticated) and follow up on exceptions.
- Maintenance of the Accounts Payable ledgers, by arranging one-off Deskbank payments as required (for example overdue accounts and tax), issuing of remittance advices, dealing with creditor inquiries and reconciliation issues as they arise, preparation of manual cheques.
- Reconcile credit card statements with invoices.
- Maintenance of Accounts Receivable ledgers – debtor master file information, issuing of invoices predominately to other public sector entities, issuing of statements, follow up of outstanding debts, and processing of inwards remittances.
- Keep accurate records and ensure filing is kept up to date.

- Establish and maintain a desk file of processes.

## **IDEAL PERSON SPECIFICATION**

This role would suit a student working towards an accounting degree with the intention of achieving CA status or someone who has the following skills, knowledge and experience:

- a basic understanding of creditor and debtor processes and internal control requirements;
- fast, accurate data entry and good numerical skills;
- a high level of attention to detail;
- a focus on providing quality work;
- an intermediate level of Microsoft Excel and some experience in using Word;
- good verbal and written communication skills;
- Ideally working towards a qualification in accounting;
- Willingness to learn and assist in other accounting areas

## **PHARMAC VALUES**

PHARMAC expects all of its employees to champion its organisational values and contribute to making PHARMAC an even greater place to work. PHARMAC'S values are set out below.

Time is valuable, so let's **MAKE IT HAPPEN** through commitment and initiative. Through developing ourselves and our organisational capability (including systems and processes), we'll continually strive to make high quality, timely decisions.

We play **ABOVE THE LINE**: firm but fair, compassionate, constructive and welcoming of challenge to bolster the quality of our work. By taking personal responsibility, we'll build sustainable relationships to achieve outcomes sensitive to others' perspectives. Our actions and behaviours will support the highest standards of professionalism and integrity.

**WE ADD VALUE** – We'll learn lessons from experience, take managed risks, and use strategic and innovative thinking to remain "best practice". We're anything but complacent, knowing that comfort is the enemy of learning and sustained success. Productivity-focussed, we'll think "keep, stop, start".

**UNITY** – Only when we work well with, and look out for, each other (in and across teams) will we achieve best results. Our success also depends on working well with our stakeholders: we'll do all we can to engage and collaborate effectively.