



Position Title: Accounts Payable Supervisor
Classification: Non-Award
Reports To: Finance Manager

About the Cerebral Palsy League

Every 14 hours, a child in Australia is born with cerebral palsy, making it the most common childhood physical disability.

The Cerebral Palsy League is a non-profit organisation that provides vital support and services to more than 5,000 children and adults with physical disability in Queensland and Northern NSW. We work together with our clients to help them reach their goals and live the lives they choose.

Our Vision

An inclusive society for all people.

Our Purpose

To provide services for people with physical disability so they can lead the life they choose.

Our Difference

We have been working in your community for over 65 years. We have the expertise to deliver services to people of all ages with all levels of physical disability. We will work with you and your loved ones to maximise your independence so you can live the life you choose in your community.

The CPL Way

We are a business with a heart. Our values of client focus, respect, inclusion, integrity, excellence and courage drive us to:

- Understand the person
- Give great service
- Work together
- Find better ways

We embody The CPL Way in our daily work life by:

- Demonstrating **understand the person** by asking open questions, knowing other’s strengths and how to use them, appreciating other’s deliverables and stressors, reserving judgement and focusing on understanding.
- Demonstrating **give great service** by asking questions to clarify outcomes to be achieved and by providing options to achieve those outcomes. Identifying expected impacts of any change on internal and external clients and by focusing on how we make this happen safely and effectively.
- Demonstrating **work together** by actively seeking out information, respecting the stage of the process, looking for ways to help and enhance outcomes and understanding what others are trying to achieve.



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- Demonstrating **find better ways** by talking through issues respectfully, involving clients in identifying issues and designing solutions, looking beyond the sector and Australia for solutions, challenging the status quo and making it easier for clients and staff.

Position Purpose

To provide financial support to the Finance Team and day to day leadership of the Account Payable staff to ensure CPL’s business requirements are provided in a timely and cost effective manner.

To support continuous improvement in the business performance of Corporate Services and effectively contribute towards achievement of the organisation's vision and purpose.

Key Responsibilities

- Ensure completion of monthly Accounts Payable checklists in accordance with Finance Dept requirements to rigid deadlines.
- Provides leadership, guidance and support to Accounts Payable team staff.
- Manage the Accounts Payable team to ensure that the following responsibilities are adhered to and processing deadlines are met:
 - Receive and verification of invoices and requisitions for goods and services.
 - Verifies that invoices comply with CPL financial and authorisation policies and procedures.
 - Entry of Accounts Payable supplier invoices to ensure all invoices are prepared and processed on a timely basis.
 - Ensure that all major supplier accounts are in system on monthly basis.
 - Performs statement reconciliations of supplier invoices as required.
 - Processes write offs or credit adjustments as required.
 - Checks and corrects coding, financial and transactional data as required.
 - Researches and resolves payment discrepancies including investigation and remedy of supplier queries.
 - Answers enquiries from internal and external stakeholders and communicates with suppliers and vendors via phone, email, mail or face to face.
 - Follows established procedures for processing supplier payments, via EFT and credit card as required.
 - Ensure filing and archiving for Accounts Payable team is up to date.
- Ensure that the general ledger clearing accounts relating to accounts payable are reconciled weekly.
- Review and follow up on clean up of open purchase orders and receipts each month.
- Liaises with Business Support Unit Managers and other administration staff to ensure relevant accounting information is followed up in accordance with monthly procedures.
- Lead the development and documentation of Accounts Payable procedures and checklists.
- Contributes to system improvements in the Finance and Procurement Teams and assistance with implementation.
- Performs role in line with internal and external customer service excellence standards set by The CPL Way.



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Supplementary Responsibilities

- Embodies The CPL Way in daily work life (see first page).
- Proactively contributes to identifying personal training and development needs and the means to address those needs, to maintain up to date knowledge, skills and abilities which ensure ongoing competence to achieve the required outcomes of the position as it develops.
- Contributes effectively to the promotion of equal opportunity and non-discrimination in the workplace.
- Contributes effectively to the identification, removal and reduction of workplace hazards and risks to ensure a safe and healthy work environment.
- Contributes effectively to the achievement of continuous improvement through adherence to the Quality Management System in all areas within the influence of the position.

Organisational Relationships

- Reports directly to the Finance Manager.
- Liaises internally with: local and head office staff, Corporate Services Team members, Business Support Unit Managers and administrative support staff.
- Liaises externally with: External auditors and suppliers and vendors.

Selection Criteria

Applicants must address the following criteria in writing to be considered for this position:

- Minimum 5 years of professional experience in an Accounts Payable position within a large organisation with high transactional volume.
- Demonstrated mentoring and supervision experience
- Excellent numerical and analytical skills and the ability to maintain a high degree of quality and accuracy.
- Understanding of the general ledger and the financial implications of accounts payable based transactions.
- Demonstrated organisational, time management and task prioritisation skills including the ability to achieve quality outcomes under pressure and within deadlines.
- Demonstrated ability to work in a team environment and also independently to deliver results.
- Demonstrated communication, negotiation and interpersonal skills for liaising with staff, managers and external bodies.
- Intermediate computing skills in Microsoft Office Suite including Excel and Word and knowledge of financial accounting packages, Epicor 9 System would be an advantage.
- Knowledge of electronic documentation system

Additional Requirements

These do not need to be addressed in selection criteria but must be included on resume:

- Eligibility to meet the requirements of a Department of Communities and Commission for Children and Young People and Child Guardian criminal history screening.
- Current 'C' class driver's licence.



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