

Position Description



Position Title	Accounts Payable Master Data Officer
Position No	00080279
Delegation Level	006
Job Designation	Officer
Organisational Unit	Accounts Payable Deputy CFO
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS3 .1 - AS3 .4
Pay Scale Type	ASPT
Reports to Position	Manager Accounts Payable

QUEENSLAND RAIL VALUES:

- 1 Queensland Rail - We do better together
- Treat others with respect - We appreciate everyone's contributions and differences
- Empower our people - We have confidence in our people
- Act Safely - We work safe, to go home safe
- Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

To effectively manage and maintain Vendor Master Data details in Queensland Rail's Accounts Payable system to ensure prompt, accurate and timely payments are made to Queensland Rail's vendors.

Position Responsibilities

1. Maintain Queensland Rail's vendor master data by receiving, reviewing, confirming and processing requests from authorised officers to create or modify vendor details.
2. Ensure authenticity of requests and process changes to the vendor master data including additions, deletions and modifications.
3. Participate in continuous improvement initiatives and process reviews to ensure quality service delivery to key stakeholders.
4. Support a high-performance team to achieve best outcomes and ensure compliance with relevant Financial, Accounts Payable and Procurement specifications and procedures.
5. Participates as an active member of the Accounts Payable Team supporting Accounts Payable team members to ensure a co-ordinated, dynamic and consistent approach to activities undertaken within Accounts Payable.
6. Ensure all Accounts Payable enquiries are responded to in a timely and efficient manner with a commitment to high quality customer service.
7. Assist the Accounts Payable Manager with other projects, administrative tasks and duties as required.

Additional Factors

- The appointee will be required to :-
- Comply with Queensland Rail's Code of Conduct;
 - Observe all legal and safety obligations of the organisation;



What is the key selection criteria

1. Substantial knowledge of relevant Queensland Rail Financial, Accounts Payable, Procurement and Purchasing policies and procedures; specifically related to establishing and maintaining vendor master data.
2. Substantial knowledge of relevant Queensland Rail financial systems; particularly SAP, Microsoft Office, and Vendor Invoice Management solutions.
3. Sound level of organisational skills, ability to meet deadlines, prioritise tasks and provide a professional customer service experience.
4. Sound level of data entry skills with high attention to detail to ensure the integrity of master data.
5. Sound level of interpersonal, written and oral communication skills.
6. Sound level of skill working in a result orientated team demonstrating core organisation values.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Criminal History

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.