# Accounts Receivable/Payables Officer

# Finance, Organisational Capability and Support

This role is a fixed term or secondment opportunity for an experienced Accounts person looking to bring their experience to a team working on transitioning from the current finance systems to an Oracle ERP system. The person will participate in all areas of the work required to configure, test, and prepare the business process for the new function within DIA.

* Reporting to: Financial Controller and Project Manager

Location: Wellington

* Salary range: TBC

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it’s all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles

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| This is an icon for our three principles, 'We make it easy, we make it work,' 'We're stronger together,' and 'We take pride in what we do.' | We make it easy, we make it work * Customer centred
* Make things even better
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| We’re stronger together * Work as a team
* Value each other
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| We take pride in what we do * Make a positive difference
* Strive for excellence
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Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand’s past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

| What you will do to contribute | As a result we will see |
| --- | --- |
| **Stakeholder Engagement*** Establish, build and maintain effective working

relationships with key stakeholders and the project team. | * Effective and collaborative communication with internal stakeholders.
* Effective working relationships are established, built and maintained with all members of the team.
* Effective and collaborative communication with vendors.
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| **SME for Accounts Receivable** * Participates in and contributes to module configuration and user testing that relate to modules which impact on Accounts Receivable and Payable.
* Works with the relevant people to ensure the process and forms required in the new team are in place for Go-Live.
* Participates in workshops with vendors.
* Participates in team meetings related to progress, reporting, risk and issue management.
* Works with other members of the Project team to provide input in their specific area of functional knowledge and expertise.
* Works with Business Analysts to confirm requirements and process mapping for the future state.
* Acts as a change champion within finance and liaises with relevant Product Owner regularly to ensure they are aware of progress and ready to approve documents and changes to process as it is ready.
* Works with the trainers to ensure finance teams and wider users where applicable are ready for go-live.
 | * Progress with Sprints for Accounts Receivable and Payable is timely and the resulting configuration meets the requirements and acceptance criteria.
* Process and forms required in place prior to go-live and ready for training.
* Active participation in meetings through contributing to progress updates and raising of any blockers or issues in a timely manner.
* Future state mapping completed for handing over to the business.
* Finance and the Product Owner are well informed and comfortable with the decisions they need to make in relation to the final product for Accounts Receivable and Payable.
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| **Health and safety (for self)*** Work safely and take responsibility for keeping self and colleagues free from harm
* Report all incidents and hazards promptly
* Know what to do in the event of an emergency
* Cooperate in implementing return to work plans
 | * A safe and healthy workplace for all people using our sites as a place of work.
* Health and safety guidelines are followed
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|  | Advise | Collaborate with | Influence | Inform | Manage/lead | Deliver to |
| --- | --- | --- | --- | --- | --- | --- |
| Who you will work with to get the job done |
| Internal | Product Owner | ✓ | ✓ | ✓ | ✓ |  | ✓ |
| Project Manager | ✓ | ✓ |  | ✓ |  | ✓ |
| Business Analyst | ✓ | ✓ |  | ✓ |  |  |
| Data Migration/Integration Lead | ✓ | ✓ |  | ✓ |  | ✓ |
| Change Manager | ✓ | ✓ |  | ✓ |  |  |
| Other SME’s | ✓ | ✓ |  | ✓ |  |  |
| External | Oracle | ✓ | ✓ | ✓ | ✓ |  |  |
| Implementation Provider | ✓ | ✓ | ✓ | ✓ |  |  |
| Vendors as required | ✓ |  |  | ✓ |  |  |
| Inland Revenue | ✓ | ✓ | ✓ | ✓ |  |  |

| Your delegations  |
| --- |
| Human Resources and financial delegations | X |
| Direct reports | Nil |

| Your success profile for this role | What you will bring specifically |
| --- | --- |
| At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is [Valued Contributor](http://www.dia.govt.nz/diawebsite.nsf/Files/DIA_Profile_Valued_Contributor_v7/%24file/DIA_Profile_Valued_Contributor_v7.pdf).**Keys to Success:*** Customer Focus
* Continuous improvement
* Teamwork and peer relationships
* Action oriented
* Self-development and learning
* Functional and technical skills
 | **Experience:** * Worked in Accounts Receivable or Payable using Oracle Cloud.

**Knowledge:*** Good understanding of all areas of Accounts and how it fits into the wider organisation.

**Skills:*** Able to plan and deliver to tight timeframes
* Provides ideas and approaches during the module and process change that would contribute to improving the business experience.
* Detail oriented perspective that has proven to identify gaps and errors that may have otherwise been missed.
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