

SCHEDULE 2

POSITION DESCRIPTION

Revision Date: **December 2020**
 Revised by: **Alana Thomas**

Position Title:	Accounts Payable Assistant (6 Month Contract - Maternity Cover)
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Incumbent:	Maternity Leave
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Program/Dept:	Business Team	Reports to:	Business Services Coordinator
Functional Budget	n/a	Direct Reports:	Nil
Location/s:	VIS Office		
Employment Status:	Part time (2 days per week)		

Primary Purpose of Position
<p>The Accounts Payable Assistant shall deliver a broad range of accounting and administration services to support the financial and business operations of the VIS.</p> <p>The primary responsibilities for this position are assisting the Accounts Payable function. Other responsibilities include ordering and maintaining stationery items, file creation and storage, and a range of general administrative duties as required from time to time.</p>

Responsibilities and Measures	
Task	Measures and Outcomes
Accounts Payable – Creation of regular invoice batches for all creditor payments.	Accurate and timely entering of data into the accounting system including general ledger codes and job costing references.
Accounts Payable – Processing of payment batches on a weekly basis, ensuring accounts are paid within required payment terms.	Accurate and timely preparation of payment batches to meet required timeframes.
Accounts Payable – Assist in resolving queries from staff and creditors relating to the accounts payable function.	Provide accurate and timely advice when responding to queries.
Accounts Payable – Maintain filing systems for all payment documentation.	Accurate and reliable accounts payable filing system maintained.
Accounts Payable – Maintain accurate on-line vendor records.	Accurate recording of vendor information stored in Accounting system.
Corporate Files – Create new files and arrange for their storage.	Ensure new files are created and stored in a timely manner.
Perform a range of administrative and accounting tasks at the direction of the Business Manager and Business Services Coordinator.	Work cooperatively with other members of the business team to maximise the efficiency of the team objectives.
Distribute petty cash reimbursements for approved purchases	Ensure petty cash requests are completed and signed off by Manager prior to reimbursing.

General Performance Indicators
Accurate and timely preparation of payments to creditors
Maintain discretion and confidentiality in the handling of confidential and sensitive information
Provide efficient and effective delivery of the required accounting and administrative services which shall be measured (in part) by audit reviews
Ensure payments to creditors are always approved prior to payment and paid within the credit terms
Accurate and timely completion of required tasks
Feedback from internal/external parties about quality of support/assistance provided

Relationships	
With	Purpose
Business Manager and Business Services Coordinator	Receive strategic and operational direction
Accounts Payable Officer	Work cooperatively to conduct the AP duties
Staff, coaches and athletes	Provision of accounting and administrative services

Core Competencies* & Personal Qualities			
Competencies			Qualities
Accountability	Teamwork	Time Management	Passion to provide quality services
Problem Solving	Decision Making	Communication	Be flexible to meet athlete/staff needs
Initiative	Attention to Detail	Flexibility	

* See 'Job Description – Core Competencies' table for description of individual competencies above that related to this role.

Qualifications
Desirable
Post secondary qualifications in Accounting or another relevant business discipline
Current Victorian motor vehicle drivers licence

Experience and Skills
Desirable
Experience in a similar or related role and keen to respond to challenges and provide solutions
Be an energetic self starter and display a high level of attention to detail and accountability
Well developed computing skills including experience with accounting software systems (Xero) and Microsoft Office applications (especially Excel)
Well developed written and verbal communication skills to deal positively with creditors, service providers and VIS staff
Possess an understanding and knowledge of the demands, pressure and the needs of elite athletes and high performance coaches

ACCOUNTS PAYABLE OFFICER

JOB DESCRIPTION - CORE COMPETENCIES

No	Competence	Description
1	Accountability	Always takes personal responsibility for the results of their individual and/or team's performance; sets superior standards of performance for self and others to ensure the fulfilment of targets
2	Team Work	Displays a willingness to work with others towards a common goal; highly motivated to achieve the objectives of the team; builds team spirit and motivates the team
3	Time Management	Extremely good at prioritising time and resources in maximising effectiveness; constantly looking for indications that resources and time are not being used to best advantage; deadlines are always met
4	Problem Solving	Always able to identify and solve problems in a timely manner; continuously evaluates alternatives to achieve solutions; recognises, tracks and reports problems; serves as a project leader for problem solving
5	Decision Making	Displays an exceptional ability to evaluate relevant information, compare options and select the optimum alternative; looks beyond the obvious and superficial to analyse all possible risks and outcomes; learns from previous mistakes
6	Communication	Extremely efficient in the clear expression of both written and verbal communication; always able to structure ideas in an articulate manner and adapt the message to the audience; ensures that the message is understood
7	Initiative	Enthusiastic and energetic self-starter; seeks greater responsibilities; originates actions rather than responding to events
8	Attention to Detail	Can always be relied upon to produce completely accurate data and documentation; attention to detail is never compromised
9	Flexibility	Complete understanding of how to manage change and help others through the transition; adapts personal style to the individual and the demands of the situation

ORGANISATION DESCRIPTION

Background

The Victorian Institute of Sport (VIS) provides high performance sports programs for talented athletes, enabling them to achieve national and international success.

Established by the Victorian Government in 1990, the VIS currently supports 260 athletes on scholarship across 32 sports and disciplines including able-bodied athletes and Para athletes. The VIS is a non-residential Institute.

From the inception of the VIS to the Rio Olympic Games in 2016, 32 VIS athletes have become Olympic champions and 39 have won Paralympic gold. The VIS contribution to the national Olympic and Paralympic medal tally is always a significant one. VIS athletes have also achieved international success in non-Olympic sports such as netball, squash and golf.

The VIS is one of a comprehensive network of Institutes and Academies of Sport (NIN) throughout Australia and has a close relationship with the Australian Institute of Sport and the other State-based Institutes. The organisation works closely with sporting organisations, schools and universities, and private clinics and practitioners, ensuring that athletes receive optimal benefits.

The VIS moved into its own purpose built premises at Lakeside Stadium, Albert Park in December 2011 with state of the art facilities, equipment and latest technologies to train and prepare athletes to perform on the world stage. The premises include office space, sport science labs and sports medicine facilities, a large gymnasium, a four-lane 25-metre swimming pool and recovery area.

The Victorian Institute of Sport Limited is a private trustee company, limited by guarantee, which receives support from both government and corporate sectors. The State Government provides funding through Sport and Recreation Victoria and the Commonwealth Government provides funding through the AIS and National Sporting Organisations. More than 15 corporate sponsors also support the VIS.

In 2017/18, the organisation's budget was approximately \$9 million. Approximately 80 (50 FTE) staff, casuals and consultants are part of the organisation.

Key Functions

The aim of the Victorian Institute of Sport is to assist the talented athletes of Victoria to achieve at the highest levels of sports performance, while also providing support with their personal skills, education, career management and employment opportunities. The basic philosophy of the VIS is embodied in its motto "Success in Sport and Life". Athletes are encouraged to develop their life skills, education and career prospects along with their sport.

VIS athletes receive advanced, specialised coaching from coaches of international standing. As well as contributing their own technical and tactical expertise, they coordinate the delivery of other services to the athletes as follows:

- Sport science (fitness assessment, training & competition monitoring, technique analysis, nutrition, psychological counselling)
- Sports medicine (injury and illness prevention, treatment and rehabilitation including massage, physiotherapy, podiatry and nutrition)
- Performance Lifestyle (personal development, education, career management and employment opportunities)
- Training and competition (access to training facilities, travel, competition and accommodation support)
- Physical preparation

Programs are conducted in partnership with National and State Sporting Organisations and are based on AIS categorisations.

AIS sport categorisation identifies those sports most likely to contribute to Australia's high level performance targets at benchmark events. This framework establishes a 'priority order' of sports and guides the delivery of VIS resources to sports in support of these targets.

AIS athlete categorisation identifies the athletes with the greatest potential to contribute to Australia's high performance targets. Athlete categorisation informs the prioritisation of VIS support to athletes in relation to these targets.

The VIS awards scholarships to talented athletes on an annual basis. There are three scholarship "programs" available:

1. Tier 1 sports programs at the VIS have tenure with the VIS and are coordinated by a full time coach or program manager. The current list of Tier 1 programs includes Aerial Skiing, Athletics, Cycling, Diving, Golf, Hockey, Netball, Rowing, Sailing, Shooting and Swimming.
2. Individual Athlete scholarships are for athletes in sports which do not have a Tier 1 program.
3. Future Talent scholarships are for talented athletes who show outstanding potential for future success but are not yet eligible for a full VIS scholarship due to their age or selection criteria restrictions; once identified they are provided with VIS support services to "fast track" their development. The athletes span Tier 1 and non-Tier 1 sports.

VIS Governance

The Board incorporates a range of experience in sport, science, media and business.

Ms Nataly Matijevic	Chairman, Member of Performance and Finance Committee
Mr Greg Lee	Chairman of Finance Committee
Ms Amelia Lynch	Member of Finance Committee
Ms Tina De Young	Member of Performance Committee and Finance Committee
Ms Lisa Alexander	Member of Performance Committee & Finance Committee
Ms Shelley Ware	Member of Performance Committee & Finance Committee
Prof David Bishop	Chairman of Performance Committee & Member of Finance Committee

The Chief Executive Officer is Anne Marie Harrison who was appointed in August 2006.

More information on the organisation can be found at <http://www.vis.org.au>

VIS ORGANISATIONAL CHART (December 2020)

