



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Accounts Payable Advisor – Supplier Maintenance

Business Group	Te Pou Rangatōpū   Corporate
Location	Wellington
Salary band	A4

### Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | [You can find out more about what this means at Role and purpose - Te Kawa Mataaho Public Service Commission.](#)

### To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

***He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga  
We shape an education system that delivers excellent and equitable outcomes***

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

### Tēnei Tūranga | About the role

The Accounts Payable Advisor – Supplier Maintenance will perform accounts payable supplier maintenance activities efficiently, accurately, within agreed timeframes and payment terms. You will ensure compliance with internal Policies and Processes, undertake P Card and Expense activities, and provide professional support, advice and issue resolution to internal customers and suppliers.

This role is part of the Financial Payments & Collections team who are responsible to ensure the accurate and timely payment and collection of all Ministry transactions.

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### Ngā Haepapa | Accountabilities

#### As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Contribute to the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

#### As the Accounts Payable Advisor – Supplier Maintenance, you will:

- Perform accounts payable supplier maintenance activities efficiently, accurately, within agreed timeframes and payment terms, policies and processes.
- Providing accurate and reliable advice in respect of accounts payable activities to all key stakeholders, including customers and suppliers.
- Entering new suppliers into fusion with the appropriate authorisation and supporting documentation.
- Maintaining / updating existing suppliers that have modified their existing bank account, against bank documentation provided, ensuring documentation and information is up to date and accurate
- Ensure appropriate documentation is provided with P-Card and Expense Claim returns.
- Process P-Card and Expense claims, queries and issues on a timely basis
- Follow up on outstanding P Card and Expense Claim transactions on a timely basis
- Facilitate new P Card requests via the authorised forms
- Provide professional support and issue resolution to internal customers and suppliers.
- Reconcile supplier accounts, research and correct discrepancies as required
- Set up and maintain foreign supplier's database
- Assist with policy compliance verification and quality review including but not limited to corporate online validation, duplicate payment checking, daily supplier master review, delegation approvals
- Continuously improve processes and documentation
- Assist as required with testing of system releases
- Undertake projects or other tasks as requested by the Team Leader

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- Provide continuity of service and backup to other team members as required.
- Research and respond to account enquiry (inbox) queries

You will make decisions in accordance with the Ministry's policies and delegations framework.

## Wheako | Experience

To be successful in this role you will have the following experience:

- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in a complex organisation
- Experience in supplier database management and purchase card administration is expected
- Experience of working with MS Office and Tier 1 ERP systems (e.g. Oracle, SAP, Technology One)

## Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Ability to work with peers in a collegial, constructive manner and develop good working relationships with internal and external contacts.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- A customer first approach to interactions with both internal and external stakeholders.

## Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono   Valuing Māori	Developing
Pou Mana   Knowledge of Māori content	Developing
Pou Kipa   Achieving equitable education outcomes for Māori	Developing
Pou Aroā   Critical consciousness of racial equity for Māori	Developing



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### Leadership Success Profile - Te Kawa Mataaho | Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

### Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	June 2025
Approved By	HR Advisory Team