



# Job Description

## Accounts Payable Advisor

Business Group	Te Pou Rangatōpū   Corporate
Location	Wellington
Delegations	None
Direct reports	None
Reports to	Team Leader, Accounts Payable
Salary band	A4

## What we do

**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 learners and families.
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for learners and their families, from early learning through tertiary.

## Te Pou Rangatōpū | Corporate

The Corporate Group is responsible for a range of support functions that enable other Ministry areas to focus on the delivery of excellent and equitable outcomes for users of the education system. The functions within the group are focused on providing responsive services and solutions that enhance Ministry staff experience and maintain and grow public trust and confidence in the Ministry to deliver.

Key support functions within this group include, but are not limited to:

- Financial management and strategy to ensure financial health, sustainability and allocation for optimal investment as well as financial policies, controls and transactions.
- Legal management and compliance including managing and mitigating risks to protect Ministry interests, ensuring compliance and with legal, regulatory and ethical standards and management of privacy requirements and requests.

- Human Resources management to attract and retain staff ensuring the Ministry has the right people, skills and culture to deliver its priorities.
- Strategy and performance setting and management, including business strategy and workplans, performance and outcome work to support achievement of outcomes that create tangible and evidenced value, and organisational health metrics and reporting.
- Procurement and supplier performance retaining the core procurement services with integrating property, travel and asset management services, leveraging expertise across all areas of the Ministry for consistency and efficiency.
- Communications and engagement function to deliver Ministry internal and external communications, support Government and Minister engagement and responses and set and manage the Ministry brand and identify.
- Property, fleet and sustainability management to ensure sustainable service delivery and support.

## Role Purpose

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

The main purpose of the Accounts Payable Advisor is to perform accounts payable supplier maintenance activities efficiently, accurately, within agreed timeframes and payment terms, policies and processes. P Card and Expenses activities, along with providing professional support and issue resolution to internal customers and suppliers.

## Role Accountabilities

As a Specialist, 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.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or 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 an **Accounts Payable Advisor** this role is accountable for:

- Performing accounts payable supplier maintenance activities efficiently, accurately, within agreed timeframes and payment terms, policies and processes. P Card and Expenses activities.
- Providing accurate and reliable advice in respect of accounts payable activities to 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 appropriate documentation is provided with P-Card and Expense Claim returns (receipts must be attached to all transactions).
- Processing P-Card and Expense claims on a timely basis.
- Resolving P-Card and Expense Claim queries and issues on a timely basis.
- Following up on outstanding P Card and Expense Claim transactions on a timely basis.
- Facilitating new P Card requests via the authorised forms.
- Providing professional support and issue resolution to internal customers and suppliers.
- Providing accurate and reliable advice in respect of accounts payable activities to customers and suppliers.
- Reconciling supplier accounts, research and correcting discrepancies as required.
- Reviewing and processing expense claims, travel advances and purchasing card transactions
- Setting up and maintaining supplier database.
- Assisting 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 improving processes and documentation.
- Assisting as required with testing of system releases.
- Undertaking projects or other tasks as requested by the Team Leader.
- Providing continuity of service and backup to other team members as required.
- Researching and responding to account enquiry (inbox) queries.
- Making decisions in accordance with the Ministry's policies and Delegations framework.

## **Knowledge, Skills and Professional Experience**

- 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.
- At least 3-5 years' experience in an Accounts Payable role within a large organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience in a complex organisation
- Experience with electronic purchase orders and workflow resolution is expected
- Experience of working with MS Office and Tier 1 ERP systems (e.g. Oracle, SAP, Technology One)

## Equal Opportunity Statement

The Ministry of Education is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organisation and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

## Working in the Public Service

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 Te Tiriti o 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. You can find out more about what this means; [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

## Leadership Success Profile - 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 the Leadership Success Profile is available here: [Leadership Success Profile - Te Kawa Mataaho Public Service Commission](#).

In addition, the Ministry expects all leaders to role model behaviours in alignment with the Ministry of Education Leadership Expectations. These are:

- To be driven and accountable
- To be curious, connected and open to different perspectives
- To grow our talent and capability
- To improve transparency – including by listening to and acting on feedback

## Approvals

<b>Date Reviewed and Approved</b>	15 April 2026
<b>Approved By</b>	HR Advisory