



Role Description

Title	Accounts Payable	Incumbent	
Reports to	Financial Services Manager	Date of Last Review	July 2025
Team	Corporate Services	Location	Christchurch
Direct Reports	Nil	Work Environment	Office based

Organisational Context

Antarctica New Zealand is a Crown Entity established on 1 July 1996 under the New Zealand Antarctic Institute Act to develop, manage and execute New Zealand's activities in respect of Antarctica and the Southern Ocean.

Our overarching organisational goal is to continue to play an influential role in the kaitiakitanga (guardianship) of Antarctica and the Southern Ocean as a natural reserve devoted to peace and science. We do this by facilitating high-quality scientific research in Antarctica and supporting initiatives to protect the environment. Other key activities include the operation of Scott Base; managing logistics to, from and within Antarctica; and raising public awareness of the global significance of the continent and surrounding Southern Ocean.

Antarctica New Zealand has established a history of maintaining very good financial records and providing professional advice and reliable information to stakeholders inside and outside the organisation.

Business Unit Purpose

To provide financial, accounting and procurement services to support Antarctica New Zealand to achieve its goals

Role Purpose

To provide accurate and timely processing of creditors invoices and accounts support to the wider Finance Team.

Work Of Role

Accounts Payable

- Complete the accurate and timely processing of supplier invoices through Antarctica New Zealand's finance system – MS Business Central.
- Reconcile invoices against purchase orders, identify and escalate discrepancies with budget holders.
- Receipt service purchase orders and amend other purchase orders where needed by liaising with budget holders.
- Prepare payment runs in Antarctica New Zealand's online banking.
- Complete required post-payment administration, including stamp and file all invoices and bank summary, and email remittance to vendors.
- Monitor and respond to email and telephone enquiries.
- Receive, check and process staff expense claims.
- Review, reconcile and process invoices – including Vodafone, Spark and CTM Travel.
- Support the monthly credit card reconciliation process

- Update the Antarctic Science Platform contract tracker and invoicing schedule and follow up on outstanding invoices.
- Supplier liaison and creditor ledger maintenance, including setting up new vendors in Business Central.

Accounting Support

- Accurate and timely updating of reports, including Daily Funding and Carbon Reduce
- Provide support to monthly and annual financial reporting.
- Assist with ad-hoc and project work across the Finance Team.

Internal Service

- Liaise with internal budget holders and external creditors.
- Make process improvement recommendations to the Financial Services Manager and Financial Reporting Manager.

Other Tasks

- Fulfil accountabilities as documented in the Health, Safety and Environmental Management Systems.
- Fulfil accountabilities as described in the Information and Records Management Policy for creating and centrally storing accurate and complete records of your own business activities.
- Any other tasks assigned by the Financial Managers.

Key Challenges

- Maintaining accuracy in a high-volume environment.
- Proactively work with cross functional teams.
- Prioritising work and dealing with urgent requests.
- Working to strict statutory deadlines.

Key Functional Relationships

Internal	<ul style="list-style-type: none"> • Financial Reporting Manager • Finance Team • Budget holders, including General Managers • Executive Assistant to the CE
External	<ul style="list-style-type: none"> • Suppliers and creditors

Minimum Capability Necessary to Work in Role

Capability Area	Description
Qualifications, Certificates and Memberships	<ul style="list-style-type: none"> • Certificate or Diploma in Accounting or equivalent experience.
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • At least two years' experience in Accounts Payable within a reasonably complex organisation. • Accounting skills and understanding of accounting principles and practices. • Fantastic attention to detail. • Good systems knowledge – preferably Business Central (or equivalent ERP software) • Competent in the use of MS Outlook, Word, Excel and SharePoint. • Effective planning and coordination skills with ability to prioritise conflicting requirements and meet deadlines. • Strong customer service skills and a solution focussed approach.
Judgement, temperament and influence	<ul style="list-style-type: none"> • Demonstrates ability to learn, even from difficult situations. • Is aware of effect of own self on others. • Confronts issues and persists to resolve them. • Effective interpersonal and communication skills. • Professional manner and positive attitude. • Understanding of and commitment to tikanga and Treaty of Waitangi principles

Antarctica New Zealand Values

<p>To honour our obligation to Antarctica:</p> <ul style="list-style-type: none"> • We are proactive and passionate about what we do E ngākau whiwhita ana, e ngākaunui ana hoki tātou ki ā tātou mahi katoa • We take responsibility for each other and the environment Nō tatou te haepapa kite tiakii a tatou anōme te taiaohoki • We work together to achieve success Ka mahi tahi tātou kia angitu ai • We always act with integrity He ngākau pono ō tātou ahakoa te aha • We pursue excellence in everything we do Ka whāia e tātou te iti kahurangi i ā tātou mahi katoa

Role Authorisations

I confirm that this Role Description accurately describes the work of Accounts Payable:

GM Corporate Services and Strategy

Date

I accept this Role Description accurately describes the work of the role for which I am accountable:

Role Description – Accounts Payable

Accounts Payable

Date