

POSITION DESCRIPTION

Position Title:	Accounts Payable Officer		
Reporting to:	Accounts Payable Team Leader		
Direct reports:	0	Location:	Ōtautahi (Christchurch)
Indirect reports:	0		
Date created:	25 November 2024	Date last updated:	February 2026

About Us | Mō Mātou

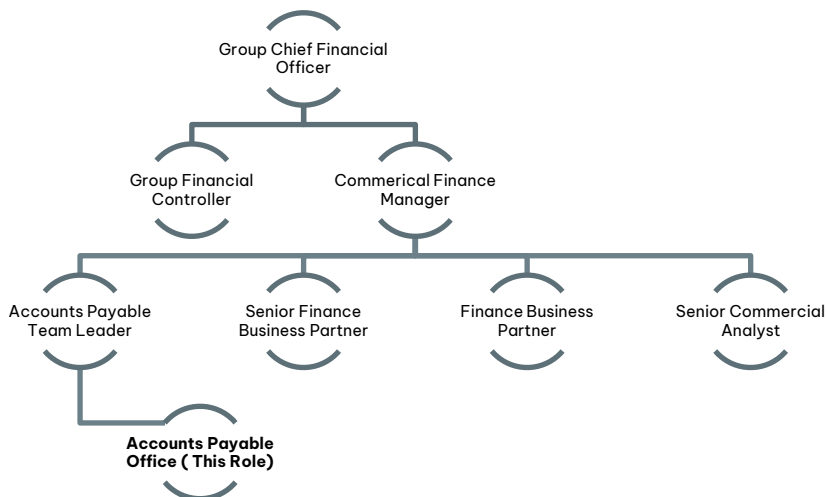
Citycare Property builds, operates, maintains, and renews Social Infrastructure and our purpose is to **enhance the wellbeing of our communities** through our shared values of **We Discover, We Deliver, and We Care**. Citycare Property operates in multiple locations throughout Aotearoa (New Zealand) and employs approximately 900 kaimahi (employees). Of these kaimahi, 700 are employed within Citycare Property, with 200 employed within our subsidiary, Spencer Henshaw.

Towards 2030 is Citycare Property’s strategy that defines the ideal future state or our business and provides the detail to secure and optimise that future state. The strategy is built around five strategic priorities called the “**High5**”. These five priorities provide clear direction on what will matter most in our business through to 2030. They enable Citycare Property to focus investment (time, money and resources), decision making, and action on a clearly defined strategy that is all-encompassing and interlinked in creating value for our shareholder, customers, employees and the wider community.

Primary Focus | Te Arotahi Matua

The Accounts Payable Officer role primarily focuses on providing efficient function of Citycare Property’s Accounts Payable systems within the agreed parameters and timeframes of City Care, its subsidiaries and its joint ventures. This position provides services to all divisions nationwide in matters relating to accounts payable, maintaining good relationships with all creditors, and ensuring adherence to Citycare Property’s financial delegations register, internal controls, reporting any breaches.

Your Team | Tō Kapa



Key Accountabilities | Ngā Kawenga Takohanga

<p>Contributing to the “Toward 2030” Strategy through the “High5” priorities</p>	<ul style="list-style-type: none"> • Decisions and actions taken are made in alignment with Citycare Property’s strategic priorities: <ol style="list-style-type: none"> 1. We are for Social Infrastructure 2. We are a Good Kiwi Company 3. People and Their Safety are at the Heart of Everything We Do 4. We deliver a World-Class Service 5. We Build, Operate, Maintain, and Renew.
<p>Accounts Payable</p>	<ul style="list-style-type: none"> • Maintain the AP queries email folder, ensuring a 24-hour turnaround response for queries and a 48-hour turnaround response for resolution. • Assist administration staff with account payable queries. • Process creditor invoices and credit notes and communicate with administration staff / managers across the company to ensure invoices are processed on time. • Liaise with key stakeholders in the business. • Complete weekly and monthly payment runs on time to ensure payment deadlines are met 100% of the time. Review and check payments before they are given to management to authorise in the bank. • Review and check monthly supplier statement reconciliations and ensure they are all reconciled by the third to last business day of the month by the team. • Oversee the maintenance of supplier master files – GST numbers, legal entity name and bank details. • Monitor and minimise aged payables and proactively resolve or escalate any issues in a timely manner.
<p>Accounts/General Ledger</p>	<ul style="list-style-type: none"> • Prepare monthly accounts payable reports in accordance with the month- end timetable (i.e. by day 2). • Reconcile monthly accounts and ledgers – accounts payable and internal accounts payable ledgers. • Provide accurate and timely business support and advice to managers, and operation / contract managers and administrators as required.
<p>Productivity Gains & Efficient</p>	<ul style="list-style-type: none"> • Actively encourage continuous improvements in service, productivity and efficiency for the mutual benefit of the client and City Care. • Nominate and encourage technologies that provide for leaps in operational productivity. • Drive and utilise best practices and innovations by sharing relevant information, technological advancements, processes and successes which may assist business development, industry standards and client service
<p>Communication</p>	<ul style="list-style-type: none"> • Ensures the Accounts Payable Team Leader is kept informed of incidents or issues as they arise. • Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience. • Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely and supports the best interests of the business.
<p>Relationships</p>	<ul style="list-style-type: none"> • Quickly establishes credibility and respect and build strong working relationships with Managers. • Solves both operational and strategic issues through a pragmatic and commercially sound approach. • Develops and support team members, be quick to identify and problem solve any issues.

	<ul style="list-style-type: none"> Inspires confidence of senior Managers through timely delivery of information. Works independently but consults where appropriate. Demonstrates ability to develop and maintain effective networks and key relationships.
General	<ul style="list-style-type: none"> Ensures compliance with approved Citycare Property's policies, plans and programmes. Undertakes all personal development and competency training to stay current and able to deliver the changing requirements of the role. Undertakes all other duties as reasonable required from time to time.
Organisational Citizenship	<ul style="list-style-type: none"> Upholds and exemplifies Citycare Property's Values every day. Honours the principles of Te Tiriti o Waitangi and actively promotes cultural diversity and inclusion within the business and our activities. Undertakes all requirements for training and development in tikanga Māori, te reo Māori, Mātauranga Māori, and Te Tiriti o Waitangi to ensure that the cultural confidence of the business unit is aligned to business expectations. Participates in the implementation of sustainability and environment initiatives within the business. Upholds and complies with approved Citycare Property's policies, plans, and programmes. Undertakes all personal development and competency training to stay current and able to deliver changing requirements of the role. Works collaboratively with other professionals (internal and external), ensuring the sharing of knowledge and experience. Takes all practical steps to ensure communication to kaimahi and outside agencies is professional, timely. and supports the best interests of the business. Establishes and maintains credibility and respect by building strong working relationships across the business. Develops and supports colleagues, being quick to identify and problem solve any issues.
Additional Duties	<ul style="list-style-type: none"> Any other duties of a similar type, as required by the Employer. From time to time, it may be necessary to consider changes to the key accountabilities of this position so that we are able to adapt to changes in our business environment.

Health, Safety and Wellbeing | Te Whare Tapa Whā

All kaimahi are responsible for and required to:	<ul style="list-style-type: none"> Be personally responsible for your own and others' Health, Safety and Wellbeing at work. Promote and participate in Health, Safety and Wellbeing, maintain a safe workplace, and ensure that all equipment is always used in a safe and correct way. Be familiar with Health, Safety and Wellbeing procedures. Always establish and insist upon safe methods and safe practices. Report all hazards, incidents, and injuries (including near miss incidents) according to procedure and within specified timeframes. Refuse to do work if you deem it to be unsafe and notify relevant people accordingly.
All People leaders are personally accountable for:	<ul style="list-style-type: none"> Managing the Health, Safety and Wellbeing performance of work areas over which they have control, ensuring all work is performed in a safe manner and in a safe environment. Ensuring all kaimahi and contractors understand and accept their responsibility to promote a safe and healthy workplace.

	<ul style="list-style-type: none"> Ensuring Health, Safety and Wellbeing requirements are always adhered to, including ongoing assessment, training, and recording of kaimahi competencies. Ensuring all new kaimahi and temporary kaimahi are adequately supervised and trained to reduce the risk of injury, accident, or incident. Continuing their own development and management competence to deliver Health, Safety and Wellbeing requirements.
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Key Relationships | Ngā Hononga Matua

Internal	<ul style="list-style-type: none"> All Citycare Property kaimahi including: <ul style="list-style-type: none"> Group CFO Group Financial Controller Financial Reporting Manager Commercial Finance Manager (Property) Financial Business Partners (Property) Support function staff, including Finance, Administration, People. Other Divisional and Branch Staff as required.
External	<ul style="list-style-type: none"> Customer(s). Contractors. External Suppliers. Specialist external consultancies and provider. Professional bodies. Industry stakeholders. Other miscellaneous stakeholders and supplier

Qualifications | Ngā Tohu Mātauranga

Essential	<ul style="list-style-type: none"> NCEA Level 2 or School Certificate equivalent
Ideal	<ul style="list-style-type: none"> Tertiary education in business or accounting

Experience | Ngā Pukenga

Essential	<ul style="list-style-type: none"> Experience in previous Accounts Payable roles Ability to communicate clearly and professionally to internal and external stakeholders High level of resilience and ability to achieve under pressure to deliver to a high standard Excellent written and verbal communication skills Intermediate to advanced user of Word, PowerPoint, Excel, and Outlook High degree of accuracy, timeliness and attention to detail Ability to work autonomously as well as in a team environment
Ideal	<ul style="list-style-type: none"> Large accounting system knowledge, e.g. SAP, JD Edwards, Oracle Strong reconciling skills Exposure to civil construction, building construction, maintenance, or facilities management industries IT technical skills

Agreement | Whakaaetanga

I have read and understood this position description and, by signing below, accept and agree to deliver these responsibilities.

Signed by Kaimahi (Employee):

Date:

Signed on behalf of the Employer:

Date:

Disclaimer | Te Whakakape

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within the organisation. It is acknowledged that to remain current, regular amendments will be required. This is to be coordinated in association with the relevant Leader and the Head of People.

This document will be supported by the development of a performance agreement which will be drafted by the incumbent in association with their Leader to provide clear goals and objectives, against which individual performance will be managed.