

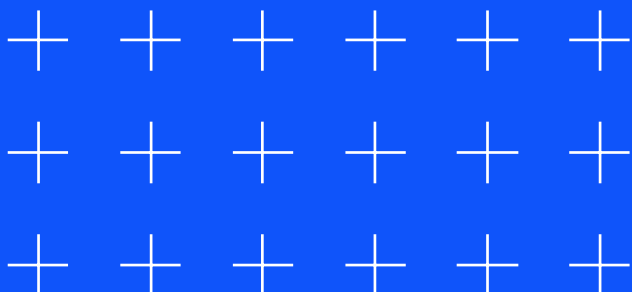
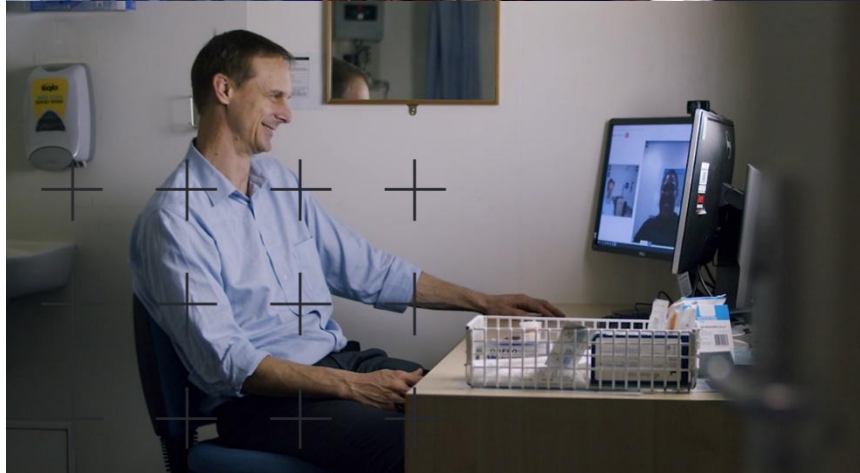


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Accounts Payable Manager

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

Advancing health for everyone, every day.

- Lead, mentor and develop a team of 5 Accounts Payable Officers.
- Foster a high-performance culture centred on accountability, collaboration and continuous improvement.
- Act as the primary escalation point for complex accounts payable matters.
- Identify development opportunities and support the ongoing growth of team capability.

- Coordinate and execute weekly payment cycles across a fast-paced, multi-entity environment.
- Manage the EFTsure processes, ensuring supplier validation protocols are maintained and fraud risks are mitigated.
- Ensure payments are processed accurately, efficiently and in accordance with delegated authorities.

- Drive process optimisation initiatives to improve efficiency, controls and scalability across the AP function.
- Identify opportunities to automate manual activities and streamline workflows.
- Act as the Accounts Payable subject matter expert in ERP upgrades, implementations and system enhancements.
- Support the ongoing evolution of best-practice accounts payable processes.

- Prepare and present accounts payable reporting, including ageing analysis and key supplier reconciliation
- Support interim and year-end audit requirements by ensuring the timely provision of information and documentation.
- Maintain strong internal controls and compliance within the accounts payable function and standard operating procedures.

- Develop and maintain strong relationships with suppliers and key internal stakeholders.
- Oversee supplier onboarding and offboarding processes, ensuring the integrity of supplier master data.
- Resolve supplier queries and disputes in a professional and timely manner.
- Partner with operational teams to deliver a responsive and service-oriented accounts payable function.

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Foster a high-performance culture centred on accountability, collaboration and continuous improvement.

Internal

- Finance Department
- Purchasing and Procurement
- RMH & WH Staff

- SuppliersHealth Purchasing Victoria
- Department of Health

- Tertiary qualifications in Accounting, Finance or related discipline and/or 5+ years' experience in a leadership capacity within complex, high volume, multi-entity environments

Essential:

- 5+ years' experience leading an Accounts Payable team
- Strong understanding of accounts payable processes and financial controls.
- Experience operating within high-volume invoice processing environments
- A hands-on and practical approach to leadership
- Strong stakeholder management and influencing skills
- Hands-on and detail-oriented with solid technical AP knowledge
- Highly organised, with the ability to manage competing priorities and meet critical deadlines.
- Proactive, adaptable and self-motivated, with a willingness to take ownership
- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment

Desirable:

- Advanced proficiency in Microsoft Excel and Oracle Financials.
- Experience using Esker on Demand

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- Achievement of portfolio specific KPI targets
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Ability to build effective relationships and influence stakeholders across all levels of the business

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Date _____