

# Position Description



Powering a  
Bright Future

## Transactional Services Administrator

Finance and Regulation

Transactional Services

### Objectives

- To provide accurate, efficient and timely data input, reporting, analysis and administrative support
- Deliver high quality support while operating within policies, guidelines, procedures and processes across accounts payable, accounts receivable and purchasing cards
- Effectively process debtor receipts, creditor and debtor invoices and purchasing card requests

### Role Specific Accountabilities

- Timely and accurate data entry
- Timely and effective liaison on outstanding invoices that results in improved cash flow
- Timely and effective liaison with internal customers when invoices fail to match in the Vendor Invoice Management system
- Administration of TasNetworks purchasing card system including developing a sound knowledge of the on-line purchasing card system and Banking providers system
- Liaison with TasNetworks banking provider in relation to purchasing cards
- Developing and maintaining relationships both internally and externally
- Provide quality driven customer service
- Creation and maintenance of vendor master data
- Reconciliation of accounts
- Ability to prioritise in a high volume environment
- Support business units in the SAP system and actively promote and support their teams to utilise SAP processes
- Any other duty or task as reasonably and lawfully directed by TasNetworks

TasNetworks and **you.**

## To be successful in this role

- Demonstrate our Core Capabilities, which are central to all positions at TasNetworks
- Strong knowledge of accounts payable, accounts receivable and purchasing card processes within a large organisation
- An understanding of procure to pay policies, guidelines and procedures
- An understanding of purchasing card administration
- Proven knowledge of GST requirements
- Ability to communicate with colleagues and customers
- Proficient in the use of Microsoft Office suite of products in particular Excel
- Self-motivated and able to operate autonomously
- Organisational and time management abilities
- Strong attention to detail
- A high level of business acumen
- Well-developed communication and interpersonal skills with the ability to work autonomously or as part of the wider team
- Able to demonstrate the capacity to perform the inherent requirements of the role

### Reports to:

Leader Transactional Services

### Direct reports:

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### Approved:

01/05/2023

Our behaviours **be curious** **be brave** **own it**

