

Purchasing and Payables Administrator

Reports to:	Financial Accounting Manager	Tenure:	Permanent
Department:	Finance	Group:	Business Services
Location:	Avalon	Direct Reports:	Nil
Budget:	Nil	Career Path:	Corporate
Job Family:	Accounting, Finance & Payroll	Career Step:	Band 4
Date:	June 2025		

Purpose

The Purchasing and Payables Administrator is responsible for accurately processing financial transactions and maintaining comprehensive records, ensuring compliance with GST regulations and fulfilling obligations to suppliers and third-party vendors.

Position Priorities and Responsibilities

Supplier Management

- Maintain accurate records to ensure financial and tax compliance with suppliers and third-party vendors.
- Process new supplier set ups and amendments.
- Provide prompt responses to queries.

Purchasing

- Review purchase requisitions, create and manage purchase orders.
- Track open purchase orders, follow up with the requisitioner and ensure timely closure, where relevant.

Accounts Payable

- Verify and process supplier invoices, ensuring all entries are correctly recorded.
- Track and follow up on overdue invoices and invoices which do not meeting record keeping or internal processing requirements ensuring discrepancies are resolved.
- Process regular payment runs, ensuring suppliers are paid on time and employees are reimbursed promptly for work-related spend.
- Reconcile supplier statements against internal records and resolve discrepancies such as investigating any missing invoices or credit notes.

General Administrative Support

- Provide cover across accounts receivable, bank reconciliations, and credit card and expense claims, to ensure we fulfil our obligations to customers and employees.
- Update and engage with internal training collateral as required.
- Provide ongoing user support, across all areas of responsibility.
- Assist with internal and external audit queries.
- Assist with ad hoc financial tasks and projects as required.

Responsibilities of all Employees

- Comply with the expectations that relate to your career step (you can find these on GNS Online).
- Comply with all GNS Science policies and procedures.
- Contribute to making GNS Science a healthy and safe place to work by complying with the responsibilities and accountabilities outlined in the Health and Safety Management System Framework.
- Have an understanding or interest in Māori relationship and development issues and Te Reo Māori.
- Work effectively as a team member by fostering good relationships and supporting others by providing coverage of other functions as required and ensuring workloads are evenly spread.
- Have the flexibility to adapt and develop as the company and its environment evolves.

Key Working Relationships

Finance team, Procurement team, budget holders and GNS staff ordering goods and services, suppliers, external auditors, internal auditors.

Person Specification

Skills, Knowledge and Attributes

- Good understanding of accounting principles, GST compliance, and financial management.
- Proficiency in accounting software and Microsoft Office Suite, particularly Excel.
- A very high attention to detail and accuracy.
- Proven problem-solving skills and a proactive approach to finding solutions.
- Excellent communicator with a strong customer service focus.
- Highly organised with excellent time management ability and the ability to prioritise tasks.
- A continuous improvement and growth-oriented mindset.

Qualifications and Experience

Essential

- At least two years' of accounts experience, covering the full purchase to payment cycle.

Desirable

- Bachelor's degree or Certificate in Accounting, Finance, or a related field.