

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Accounts Payable
<b>LOCATION:</b>	Lower Hutt
<b>DEPARTMENT:</b>	Finance
<b>REPORTING TO:</b>	Head of Business Services / CFO
<b>KEY RELATIONSHIPS:</b>	<p>Liaison with:</p> <p><u>Internal:</u></p> <ul style="list-style-type: none"> <li>o All staff across Aspeq, ASL &amp; Assessment Services Pty Australia</li> </ul> <p><u>External:</u></p> <ul style="list-style-type: none"> <li>o All contractors where required</li> <li>o Suppliers</li> <li>o Banks</li> </ul>
<b>KEY PURPOSE:</b>	This position is responsible for ensuring financial transactions are promptly, accurately, and efficiently undertaken and recorded in the financial system for the Aspeq group of Companies
<b>NATURE &amp; SCOPE:</b>	<p>The position requires a strong understanding of accounts payable, fixed assets and credit card processing. It involves and also requires a self-starter with good data entry skills, attention to detail and a high level of accuracy.</p> <p>A privately owned NZ company, Aspeq delivers over 120,000 exams each year in 25 countries and employs 55 permanent and 200+ part time people in NZ, Australia, and the UK. Aspeq delivers exams through a network of centres across Australasia and operates two customer service help centres in Lower Hutt, NZ and Canberra, Australia.</p> <p>The role will be required to work 24 hours throughout week across at least four days, but they must take a flexible approach to working hours in line with the global nature of Aspeq.</p>
<b>KEY ATTRIBUTES/ COMPETENCIES/ QUALIFICATIONS:</b>	<p>High standard of personal integrity, and an appreciation of risks and commitment to security and confidentiality of IP (Internet Protocol), PII (Personal Identifiable Information) and sensitive data.</p> <ul style="list-style-type: none"> <li>o At least 2 years' experience in a similar role.</li> <li>o Good data entry &amp; computer skills.</li> <li>o Good communication skills.</li> <li>o High level of accuracy and attention to detail.</li> <li>o Ability to perform well under pressure.</li> </ul>

	<ul style="list-style-type: none"> <li>o Initiative.</li> <li>o Ability to work unsupervised.</li> <li>o Ability to work well with a wide variety of co-workers.</li> <li>o Ability to meet deadlines.</li> </ul>
<b>REQUIREMENTS:</b>	Must be eligible to work in New Zealand, and agree to a Ministry of Justice background check, New Zealand Transport agency traffic infringement check, and UK Security check and the possibility of a credit check.

<b>KEY RESPONSIBILITIES</b>	<b>DELIVERABLES / OUTCOMES</b>
1.0 Accounts Payable	1.1 Enter creditor invoices for NZ, Australia, UK entities 1.2 Create new suppliers 1.3 Ensure correct delegated authority is obtained prior to processing 1.4 Prepare payment runs from Accounting System file upload 1.5 Prepare international payments
2.0 Credit Cards	2.1 Apply for and maintain credit cards 2.2 Liaise with bank around credit card administration 2.3 Process credit card transactions into accounting ledger 2.4 Review transactions for appropriateness and GST treatment
3.0 Accounting	3.1 Ensure that month end accruals are accurately accounted for 3.2 Entering assets into the fixed asset register 3.3 Monthly depreciation of tangible and intangible assets 3.4 Assist with monthly financial accounting where required
4.0 Live our Values	4.1 Know and Demonstrate Aspeq's values. <ul style="list-style-type: none"> <li>o Brave,</li> <li>o United,</li> <li>o Smart,</li> <li>o People People</li> </ul>
5.0 Other	5.1 Any other activities as directed in line with the nature and scope of the role. <ul style="list-style-type: none"> <li>o Banking administration</li> <li>o Short-term cashflow management</li> </ul>

At Aspeq, we recognise and appreciate that diversity, inclusion and accessibility is valuable to our business. We embrace the unique perspective and capabilities of our current and future employees, which will help us continue to drive innovation and achieve our business goals. Our culture enables us to create an environment of involvement, respect and connection to benefit individual employees and all our clients across the world

## Why do we exist?

### Our Purpose

To help people know and trust that they will be safe

### Our Promise

To provide best-practice assessment, accreditation and licensing services

### Our Objective

To create a globally recognized organisation for delivering customer and commercial excellence in assessment

## What do we do?

Aspeq provide best-practice assessment and accreditation services to authorities and regulators

**Our services** are robust, secure and internationally recognised – our customers know they can trust us

**Our products** include highly-specific content delivered via digital platforms that are always evolving and being invested in.

**Our people** are highly experienced, respected and trusted for their expertise

## What's our way?

### We're Brave

We punch above our weight. We operate in a global market that relies on highly specific knowledge and expertise

### We're People People

While we focus on technical solutions, people really matter. We respect our customers and what they are trying to achieve. We respect our people, fostering an ethos of recognition, achievement, and growth.

### We're United

We work together and succeed as a team. We also work to understand our customers' needs and collaborate with them to achieve better outcomes.

### We're Smart

We're excited by challenges and are proactive problem solvers. We're constantly investing in and developing flexible solutions for our customers and like to be a step ahead.

**We're brave, united, smart, people people.**

**aspeq**  
beyond  
question