RACGP

Position Description

Position Title	Accounts Payable Officer	Reporting to	Financial Operations Coordinator
Business Unit	Corporate Services	Direct reports	Nil
Classification	Level C	Date	August 2025

Our Organisation

The Royal Australian College of General Practitioners (RACGP) is the voice of General Practitioners (GPs) in our growing cities and throughout rural and remote Australia. For more than 60 years, we've supported the backbone of Australia's health system by setting the standards for education and practice and advocating for better health and wellbeing for all Australians.

We cultivate a stronger profession by helping the GPs of today and tomorrow continue their professional development throughout their careers, from medical students and GPs in training to experienced GPs. We develop resources and guidelines to support GPs in providing their patients with world-class healthcare and help with the unique issues that affect their practices. We're a point of connection for GPs serving communities in every corner of the country.

Australia's GPs see more than two million patients each week, and support Australians through every stage of life. The scope of general practice is unmatched among medical professionals, so the RACGP supports members to be involved in all areas of care, including aged care, mental health, preventative care and Aboriginal and Torres Strait Islander Health.

Patient-centred care is at the heart of every Australian general practice and at the heart of everything we do.

Our Values

RACGP Employees are expected to uphold our workplace values:

Progressive leadership Forward thinking and proactive leaders who lead by example and empower employees to create and drive innovation

Quality Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field

Ethics Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders

Professionalism Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

Your Team

The Finance and Commercial Operations department exists to enable an enterprise view of strategic and commercial priorities, supporting the College to improve the way we work and focus on the right things, so that together we thrive and deliver value to our members. As part of the Corporate Services business unit, the team provides crucial insights through financial planning, analysis, and reporting, while also managing commercial operations through property and enterprise management to optimise both profitability and drive strategic alignment.

We collaborate closely with all departments to support business growth and deliver sustainable results, ensuring the business is not only financially sound but also strategically positioned for success.

The Corporate Services Business Unit works closely with the RACGP Executive, Finance, Audit & Risk Management (FARM) Committee, the Board and relevant Steering Committees to ensure alignment, transparency, and risk-informed delivery.

Your Role

Reporting into the Financial Operations Coordinator, within the Finance and Commercial Operations team the Accounts Payable Officer is responsible for ensuring the accurate and timely processing of weekly payments to suppliers, contractors, and staff as well as Credit card support and administration. This role supports the financial integrity of the organisation by maintaining adequate financial records, ensuring invoices are correctly coded to the chart of accounts, leads the weekly payment runs and reconciles and assists with month-end and year-end financial reporting. The position plays an instrumental role in supporting the Coordinator in ensuring compliance with funding agreements, donor requirements, and internal financial policies and controls. The Accounts Payable Officer will and ensure adequate end-to-end support is provided to the Accounts Payable Administrators and stakeholders while also identifying improvement initiatives to enhance operational effectiveness.

Key Responsibilities

- Co-ordination of transactional processing by the Accounts Payable Administrators to adhere to with various payment timelines.
- Continuous improvement approach to processes within the payables team and identifying opportunities for efficiencies and optimisation.
- Ensuring all processes are supported by standard operating procedures and promote cross-training and knowledge sharing across the team.
- Managing complex enquiries from stakeholders and serve as the first point of contact for any accounts payable complex queries.
- Implementing data validation and cleansing practices to maintain accuracy of data in the ERP system and bespoke systems.
- Supporting the Design and implementation of comprehensive training materials to support the accounts payable team and stakeholders interacting with the accounts payable function
- Providing analytical support to the Senior Financial Accountant on Goods and Services Tax (GST) matters impacting the payables function as required.
- Perform end to end Accounts Payable processing for the business, including PO matching, processing invoices, grant claims and ensuring payments are in line with RACGP policies and delegations.
- Support the timely and accurate delivery of weekly or adhoc payment runs for the College.
- Comply with month end close procedures within the agreed deadlines. This includes posting journals, completing reconciliations and performing basic P&L and Balance Sheet analysis for accounts payable ledgers
- Co-ordinate the preparation of monthly compliance reporting to management and internal stakeholders on key accounts payable metrics as required
- Assist internal stakeholders and business partners to understand and comply with RACGP's Accounts Payable related policies and internal controls.
- Supporting any internal audit processes, strategic project implementation and other business initiatives by providing key subject matter support.
- Co-ordinate the drafting, review and update of Accounts Payable owned policies and standard operating procedures as required.

- Delivering on key work performance goals to be developed in line with management and participate in the RACGP Performance Review Cycle.
- Ensure that we work in an inclusive working environment & culture that thrives within the RACGP Comply with all relevant workplace policies and procedures.
- Other duties as directed

Qualifications and Experience

Essential

- Relevant experience in an Accounting, Finance or related discipline especially in accounts payable.
- Ability to co-ordinate work amongst staff
  And work with high volume transactions with minimal supervision.
- Knowledge and working with Accounting Standards & legislation
- Ability to work independently and proactively looks for solutions to problems
- Ability to prioritise work and to meet deadlines
- Good stakeholder management and communication skills
- Strong Excel/Word skills

Desirable

- Experience in a non-for-profit organisation
- Experience with government grants
- System experience in Technology One and ExpenseMe pro

Your Relationships

Your role requires interaction with internal and external stakeholders including:

Internal:

- Finance and commercial operations
- College Executive
- Finance Audit and Risk Committee members
- Board members
- College senior leadership management across all business areas
- Teams within Corporate Services Business Unit
- RACGP members and registrars

External:

- External and Internal Auditors
- Government bodies
- External consultants and support partners