



### **Epsom Girls Grammar School Vision and Values**

*Vision: Enabling students to be confident, active, resilient learners*

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

*Values: Courage, Compassion, Curiosity, Community*

**Position:** **Accounts Payable**  
**Monday to Friday (30 – 37.5 hours per week)**

**Responsible to:** **Finance Manager**  
**Direct involvement with:** Suppliers/School Staff/School Community

**Primary responsibility:** To contribute to the development of a learning environment in which the aims of the Learning at EGGGS Statement may be achieved within the specific context of the role

**Key Tasks:**

- Processing and reconciliation of account payable invoices, including payment runs
- End to end accounts payable
- Managing electronic workflow approvals and structure

**Key Skills:**

- High volume accounts payable experience
- Excellent communicator dealing with suppliers and staff
- Excel Skills – Intermediate (preferred)
- Fast & Accurate keyboard skills
- Problem solver
- Proven organisational and time management skills
- Deadline driven
- Experience with our systems would be an advantage – Xero, ApprovalMax

**The successful applicant should be:**

- An expert in accounts payable
- Flexible, adaptable and a collaborative team member
- Detail orientated
- Great with numbers
- A proactive problem solver