

# ACCOUNTS PAYABLE COORDINATOR POSITION

## DESCRIPTION

### Position Details

<b>Job status</b>	Casual - Fixed Term Expected to be ~16hrs per week
<b>Starting salary range</b>	Assistant Staff Level 2 (\$47.98 per hour plus 12% superannuation)
<b>Location</b>	Australian Greens State Office, Melbourne CBD, with some work from home available by arrangement.
<b>Position begins</b>	Immediately
<b>Position ends</b>	11 December 2026
<b>Apply</b>	<a href="#">EOI submitted here</a>

### About this role

Is your attention to detail phenomenal? Do you love reconciling activities and transactions to an approved budget? Would you like to be part of a dynamic team in an ever-changing political landscape? Then this role is for you.

The Victorian Greens office is a vibrant, fast paced environment where we support teams all over Victoria to campaign effectively. Specifically, the Accounts Payable Assistant is responsible for reviewing approvals before processing payments for both the party centrally and all our local party bodies. This role cannot be underestimated, as prompt processing, and updating of the budget allows our teams to have clear oversight over the campaigning activities to allow for prompt and strategic decision making.

This is a casual role to add to the capacity of the Victorian Greens team during the busy state election period, and responsibilities could extend to accounts receivable, income reconciliation and following up team members and key party stakeholders for information.

The Victorian Greens strongly encourage people with diverse lived experience to apply (including First Nations People, people of colour, LGBTQIA+ folks, disabled people and people from culturally and linguistically diverse backgrounds) even if you feel your professional experience doesn't match all of the selection criteria. The Greens recognise that structural barriers make it difficult for some people to obtain roles in the progressive movement. When assessing candidates we look at more than just the jobs you've been paid to do but the range of ways you've picked up skills and knowledge throughout your life.

## Position description

In this role you will:

- ▲ **Provide financial administration support**, including
  - Processing payable, receivable and maintaining financial records,
  - Reviewing approvals and authorisations,
  - Reconciling invoices against payment requests
  - Maintaining our active budget tracking system
  - Fundraising support in the form of managing our Tyro booking process
  - Reconciling in-kind donation details
  - Supporting income reconciliation processes
- ▲ **Respond to key stakeholder communications**, including
  - Relevant queries from other greens offices, campaign teams, candidates, volunteers and staff
- ▲ **Oversee relevant sections of the finance inbox**, including
  - Setting up processes and templates to manage the volume of correspondence
  - Directly responding to relevant emails and voicemails
- ▲ **Provide ad-hoc and reactive office and campaign support**, including (but not limited to)
  - Participating in post election debrief and evaluation, including handover
  - Office administration as required
  - Supporting our overall team

## Selection criteria

We encourage you to apply even if you don't meet all of the selection criteria. We believe there is strength in diversity and are committed to supporting the right person to grow into this role and thrive. For a confidential conversation about this role or the recruitment process, please contact Lucy Rucinska-Stanek at [lucy.rucinska-stanek@vic.greens.org.au](mailto:lucy.rucinska-stanek@vic.greens.org.au)

### Key selection criteria

- ▲ **Values alignment:** Commitment to the Greens policies, charter and core values: ecological sustainability, grassroots participatory democracy, social justice and peace and non-violence - and a passion for our movement.

- ▲ **Attention to detail:** Have a keen eye for detail, identifying errors and anomalies quickly, and being able to investigate the differences to allow for appropriate reconciliations
- ▲ **Relevant experience:** In finance or office support roles
- ▲ **Process Improvement mindset:** Ability to identify and initiate process and procedural improvements
- ▲ **Comfortable with information and communication technologies:** Specifically databases, excel and financial software, we operate using multiple platforms and systems.
- ▲ **Relationship management skills:** Experience in working in various teams, including working well with others, having a friendly attitude in difficult conversations and an openness to build the capacity of others.

### Bonus points for

- ▲ **Lived experience** or connections to First Nations justice, racial justice, LGBTQIA+ justice, disability justice or gendered justice movements.
- ▲ **Systems experience:** Experience using Xero, CiviCRM, eWay

## Why work for the Victorian Greens?

We offer a friendly, flexible and supportive workplace. Some great reasons to join the Victorian Greens team include:

- ▲ Making a meaningful contribution to the political movement for people and the planet
- ▲ A commitment to creating an accessible workplace that fits your needs as a team member
- ▲ Flexibility to negotiate working hours and some work from home
- ▲ Access to our Employee Assistance Program and wellbeing support

## Apply for this role

Expressions of Interest for this role will be reviewed as they are submitted, so please apply as you see this. We'd love to get someone onboard immediately.

To share your expression of interest, we ask for a copy of your resume (in pdf) and for you to answer a few questions about your experience. There is no need to prepare a cover letter or selection criteria response. Submissions accepted through [this form](#)

If you have questions about this role, the recruitment process, or if you have any accessibility needs for your application, please contact Lucy Rucinska-Stanek at [lucy.rucinska-stanek@vic.greens.org.au](mailto:lucy.rucinska-stanek@vic.greens.org.au)