The Greens NSW

Social Equity & Economic Justice | Ecological Sustainability
Grassroots Democracy | Peace, Nonviolence & Disarmament

Position Title	Accounts Payable Assistant
Salary	Pay Class 2: $67,816.05 per annum (full-time equivalent), plus 13% superannuation.
Location	Flexible hybrid – Primarily based in our office in Camperdown, NSW
Position Status	Fixed-term, part-time—three days per week for approximately 4.5 months. Flexibility to work up to four days per week may be required.
Commencing	16 November 2026

About the Greens NSW	The Greens Party movement is based on the four pillars of social equity and economic justice, ecological sustainability, grassroots democracy, and peace, nonviolence and disarmament. Greens parties across the world share these same principles and values. The Greens NSW is comprised of 59 Local Groups across the state. We have two Senators in Federal Parliament, 7 MPs in the NSW Upper House, and three MPs in the Lower House. There are currently 73 Greens on Local Councils in NSW.

Key Responsibilities	The Accounts Payable Assistant is responsible for the accurate, timely and compliant processing of supplier invoices and reimbursements, as well as preparing payment runs. The role contributes to the maintenance of complete and auditable accounts payable records and supports adherence to internal financial controls and compliance requirements The key responsibilities will include: • Receive, review and process supplier invoices, credit notes and reimbursement claims in accordance with relevant internal procedures. • Verify invoice data and tax calculations (GST), and flag discrepancies or unauthorised charges for review.

	• Verify and apply the correct cost centre and campaign allocation. • Follow up with Campaign Treasurers, as required, to support the accurate and timely processing of invoices and reimbursements. • Prepare payment batches, including urgent payment requests, for review and authorisation. • Identify and report duplicate invoices or payments. • Monitor the accounts payable inbox and respond to supplier queries. • Maintain complete supporting documentation and a clear audit trail to support relevant compliance requirements.

Essential Requirements	The Accounts Payable Assistant must meet the following essential requirements: 1. At least one year's experience in a similar finance or accounting role. 2. Tertiary qualification in Accounting or Finance or equivalent relevant experience. 3. Understanding of accounting principles and practices. 4. Proficiency with accounting software (e.g., Xero, Dext Prepare). 5. Intermediate Microsoft Excel skills, including sorting, filtering, formulas and data reconciliation. 6. High attention to detail and accuracy. 7. Excellent time management and organisational skills. 8. Demonstrated ability to follow approval procedures and internal financial controls. 9. Strong verbal and written communication skills. 10. Discretion when handling sensitive and confidential financial information. **Condition of employment** 1. The successful candidate must not be a member of another political party.

Key Relationships	Finance & Compliance Manager	Direct line manager. Escalate issues, keep informed, advise and receive instructions.

	State Manager	Escalate issues, keep informed, advise and receive instructions.
	Team members	Work collaboratively and inclusively by participating in meetings to share information, innovation and best practice.
	Internal stakeholders	Work with political units to resolve issues and provide solutions to problems

Work Health & Safety	You must take reasonable care for your own health and safety and that of others, and comply with reasonable instructions, policies and procedures relating to work health, safety and wellbeing.