



Position Description

Title	Accounts Payable Team Leader
Finance and Property	
Locations:	Auckland
Reports to:	Financial Accounting Manager
Direct Reports:	1
Indirect Reports:	N/A
Date:	July 2026

Overview

Our people manage New Zealand's 30 million square kms of airspace, providing air traffic control, surveillance, communication, flight inspection, mapping and airspace design services. We work with government, regulatory authorities, airlines, airports and the general aviation community to ensure pilots, passengers and goods reach their destination - safely. At Airways, our values underpin all that we do. We value Safety, One Airways, Excellence and Success in all that we do.

Our organisation is made up of operational business groups that are supported by governance and corporate services functions. To learn more about our people and organisational structure, check out www.airways.co.nz/about.

Business Unit Purpose

The Finance team is responsible for the overall financial management and planning activity within Airways, including transaction accounting, financial reporting and general ledger support to business units, financial IT systems, procurement, property management, capital planning, statutory reporting and management reporting.

Purpose of the Position

The Accounts Payable Team Leader is responsible for managing the Accounts Payable team, ensuring accurate and timely processing of vendor payments, and maintaining the integrity of vendor master data. The role reports monthly on sensitive expenditure and provides oversight of AP controls to support the accuracy and reliability of Airways' financial records.

General

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform, if asked to do so.

Key Areas of Accountability	
Leadership	▶ Provide direction, empower, motivate and develop others in order to achieve business unit, group and organisational goals. ▶ Be as a role model for our shared values. ▶ Provide leadership to develop and build an engaged and high performing team. ▶ Manage performance of individuals and business area ensuring objectives and operational requirements are achieved.
Accounts Payable Operations	▶ Direct and manage the end-to-end Invoice to Pay process, ensuring accuracy and timeliness. ▶ Process and reconcile corporate card expenditure on a regular cycle. ▶ Prepare and release supplier payment runs in accordance with approved controls. ▶ Monitor purchase order commitments and provide visibility of supplier obligations. ▶ Identify, resolve or escalate transactional errors and payment blockers to ensure suppliers are paid on time. ▶ Ensure all AP related reconciliations are completed accurately and on time.
Continuous Improvement	▶ Identify and implement opportunities to improve efficiency and reduce manual effort in AP processes. ▶ Support ongoing enhancement and optimisation of finance systems relevant to the AP function. ▶ Contribute AP process input to broader finance system and automation initiatives.
Vendor Management	▶ Maintain the integrity of the supplier master data, including new vendor setup and changes to existing vendor records. ▶ Oversee supplier ledgers and resolve account discrepancies. ▶ Apply verification controls over changes to vendor bank account details to prevent payment fraud. ▶ Oversee the maintenance of purchase card master data across internal and provider systems.
Controls and Compliance	▶ Report monthly on sensitive and executive expenditure. ▶ Support continuous control assessment and testing relevant to the AP function. ▶ Lead the annual review of corporate card holders.

	▶ Ensure compliance with financial delegations and approval hierarchies relevant to payments.
Self-Development	▶ Monitors own performance and seeks development opportunities to improve performance. ▶ Implements agreed development plans within agreed timeframes.
Health, Safety & Risk	▶ Responsible for pro-actively ensuring that the priorities of safety, and the principles adopted to secure it, are made explicit to all staff and contractors. ▶ Accountable for providing a safe work environment and implementing Airways health & safety systems for all staff and contractors. ▶ Accountable for creating a culture that promotes health & safety. ▶ Responsible for ensuring staff and contractors understand their health & safety obligations including obligations to keep Airways secure. ▶ Responsible for driving continuous improvement in all aspects of health & safety and ensuring any current or new work practices are assessed for potential safety impact and they deliver on safety excellence. ▶ Responsible for identifying and proactively reporting risks. ▶ Participates in activities undertaken to manage risk across Airways including improving controls effectiveness.
Travel Requirement	▶ Work may be required in other locations within NZ/internationally to perform the duties of the role.
Budget	▶ Responsible for managing an <u>opex</u> budget of \$NIL.
Financial Delegation	▶ Delegated financial authority for <u>capex business cases</u> \$NIL. ▶ Delegated financial authority for <u>transactional expenditure</u> of \$NIL.
Contractual Delegation	▶ Signing Authority to a limit of \$Nil. ▶ Please refer to Delegated Authority Policy for further information.
Legislative Owner	▶ NIL.
Safety Sensitive	▶ NO.

Key Relationships / Customers	Nature of Relationship
Internal	
Accounts Payable Administrator	Direct Report
Financial Accounting Manager	Reporting into
Wider Finance team	Works collaboratively and supports
Wider Airways	Works collaboratively and supports
External	
Suppliers and customers	Manage and liaise with

Formal Qualifications / Training / Experience	Required	Desirable
Tertiary qualification in a relevant field or other relevant experience.	✓	
Proven team leadership experience of 1 - 2 years leading a transactional accounts team.	✓	

Key Competencies / Skills / Knowledge	Required	Desirable
Good accounting knowledge and working experience with Microsoft Dynamics 365 Finance or other large ERP systems as well as Microsoft Office, specifically Excel.	✓	
Proven experience in Accounts Payable including: - Enforcing policies and procedures ensuring timely payment to suppliers - Confidently liaising with suppliers, internal personnel and account managers - Understand dealing with foreign currency and international suppliers.	✓	
Strong analytical skills and attention to detail.	✓	
Proven business acumen/commercial understanding and application for problem solving.	✓	
Excellent time management skills and ability to prioritise a demanding workload.	✓	
Leadership - Motivates and empowers others to achieve individual and organisational goals.	✓	

Our Values - Demonstrates the Airways Values consistently and naturally, showing a personal commitment to value Safety, One Airways, Excellence and Success; consistently exhibits behaviours that inspire understanding of and commitment to these values.	✓	
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Key Behaviours – Leading Teams			Required
Put Our People First	Lead and Engage Authentically	Coaches and develops others: Acts as a coach by actively uplifting the capability of others Fosters trust, safety, and inclusion: Ensures others feel safe and respected, promoting inclusivity within teams Celebrates the success and achievements of others : Celebrates and rewards individual and team success	✓
Serve all Airspace users	Safety Focused Thinking	Operates with a safety-led mindset: Prioritises safety in all decisions and implements ideas that improve safety outcomes Applies a customer-centric lens: Prioritises the customer in all decisions and actively seeks to improve customer experiences	✓
Unlock Future Growth	Innovation & Results Driven	Focuses on growth, financial performance, and drives innovation: Responsible for creating innovative solutions and delivering growth and sound financial performance Considers future needs when making decisions: Prioritises future objectives and needs in all decisions in Airways strategies and processes Strives for excellence in performance: Holds self and others accountable for delivering high-quality work and performance	✓
Support Sustainable Aviation	Sustainability Champion	Promotes sustainability and champions sustainable practices: Promotes sustainability and prioritises sustainable outcomes in all decisions Embeds and improves sustainable practices: Implements processes that	✓

Key Behaviours – Leading Teams			Required
		align to Airways sustainability goals and looks for ways to improve sustainability outcomes	

Our values underpin everything we do



We are **safe**

Safety is at the forefront of everything we do. We are committed to the safety of our people, operations and the communities we serve.



We strive for **excellence**

We deliver our best work each and every day, and look for ways to continue to improve what we do.



We are **One Airways**

We all have our own areas of expertise and by working together, collaborating and sharing knowledge, we achieve our aspiration.



We celebrate **success**

We recognise our people's achievements, big and small, and celebrate our successes.