

ACCOUNTS PAYABLE OFFICER

Selection Criteria

Applications should include a resume and a covering letter that details your claims against each of the following selection criteria:

1. Have an understanding of basic bookkeeping and accounting skills;
2. More than three years' experience in an accounting or finance department and experience in a similar role;
3. Proficiency in the use of Microsoft Excel and experience in the use of major accounting software;
4. A degree in Finance or Economics, Business Studies or Accounting would be highly regarded;
5. Experience in the aged care sector will be highly regarded, but is not essential.

To be eligible to apply for this position you must have had two COVID19 Vaccinations and a booster. You must also be a permanent resident or have an appropriate Australian or New Zealand work visa.

Please note: Appointment to this position will be subject to the preferred applicant(s) undergoing a Functional Medical Assessment and having a current criminal history record clearance.