



Senior Accounts Payable Officer

Page Personnel • Parramatta NSW 2123



Base pay

\$60,000 - \$70,000



Work type

Full time



Contract type

Permanent

Perks

Training

Full job description

- Opportunity to join a growing and supportive team environment
- Opportunity of up-skilling in an established organisation

About Our Client

My client is a Not for Profit, market leader that has grown into of the leading brand names in its industry whilst attaining noteworthy achievements. With over 100 years in the industry, they have over 50,000 staff and have a vast national footprint and rich history, they are a national advocate for their values. With heir huge growth nationally, this is a rare and exciting opportunity for an experienced individual who is looking to settle down and find a forever home where they can grow their skills in a supportive environment.

Job Description

As a Senior AP Officer, you will be an integral member of the Finance and Strategy team in the Group Accounting Finance team. Reporting to the Finance Manager, this role is responsible for managing and reporting on the organisations Credit cards. Responsibilities include, but are not limited to:

- Manage all aspects of Corporate Cards (setup, control and maintain)
- Provide training and development of Corporate Cards, and Expense Management System (EMS) to system users
- Set up all relevant processes to manage the business Corporate Cards to ensure the policy is adhered to and risk is minimised
- Provide functional support to users in investigating and resolving

Job details



Date posted

28 Jun 2022



Category

Accounting



Occupation

Accounts Payable



Base pay

\$60,000 - \$70,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Career level

Senior level



Work Authorisation

**Australian citizen /
Permanent resident**

application errors, data errors and general enquiries

- Be the main point of contact for corporate card related queries, and ensure that employee's queries are resolved promptly

The Successful Applicant

This position is the opportunity for an experienced individual who is looking for a role where they can settle down in a comfortable role. This is the opportunity to join one of the most recognised brands nationally in their sector and be an integral member of the team.

- Take ownership of responsibilities and strive to achieve goals with a "can-do" attitude to levels of excellence
- Sets achievable time frames and works to complete projects, tasks and duties on time
- Understands team and organisational goals and works collaboratively with team members to achieve organisational goals
- Ability to efficiently problem solve

What's on Offer

This role offers the opportunity to be an integral part of the organisations Finance team and be a part of a national leader.

- Competitive and attractive salary
- Working from home flexibility
- Working in a friendly, fast-paced, reputable organisation