

## Accounts Officer

Australian Based Company



**Hybrid**



**Full Time**

### About Us:

We as the leading provider of nursing staff to both small and large aged care and hospital facilities across Victoria and Tasmania. As a proud Australian-owned recruitment and nursing agency, we have established a strong reputation over the last 14 years for delivering exceptional nursing staff and quality services. With locations in Malvern East, Gippsland, Geelong, and Tasmania, we are excited to expand our national footprint while exploring new opportunities within the healthcare sector.

### Requirements:

- Academic or professional qualification in similar background (BSC/ACCA/CA/CIMA)
- Committed, responsible and able to work under pressure and limited time frames
- Ability to carry out work on an independent basis as well as in working teams
- Should have 100% attention to detail
- Strong communication and interpersonal skills and presentation ability
- Having experience in working with different accounting systems (Preferable MYOB)
- Five or more years of experience in similar capacity would be an added advantage

### Responsibilities:

- Processing agency staff payroll (weekly basis) and attending to ad-hoc staff requests
- Managing accounts payables
- Managing accounts receivables
- Posting relevant journal entries
- Communicating with relevant stakeholders on a timely manner
- And other accounting/finance related ad-hoc work

The selected candidate can look forward to an attractive remuneration package.

If you are ready for the next step in your career where you are empowered to make a positive difference, please email your CV to [pamudi@chrisbarnardhealth.com](mailto:pamudi@chrisbarnardhealth.com).