



LORETO

Australia & South East Asia

ACCOUNTS PAYABLE OFFICER PART-TIME

The Loreto Province of Australia and South East Asia (the Province) currently has an opportunity for an Accounts Payable Officer to join our Finance team located in Hawthorn East. We are seeking a suitably qualified person who is available two days per week (0.4 FTE, 15 hours/week) with specific days and hours to be negotiated. Immediate start preferred.

KEY RESPONSIBILITIES

- Oversee the payment of supplier invoices and other related activities.
- Liaison with the Loreto Community (the Loreto Sisters) as primary contact for invoices to be paid and Medibank and Medicare claims.
- Provide back-up to accounts assistant function, processing and reconciling credit card statements.
- Produce monthly and quarterly transaction reports as required.
- Other accounting duties as required.

ESSENTIAL SKILLS AND EXPERIENCE (SELECTION CRITERIA)

- Minimum of 3 years' experience in accounts or administration roles.
- Proficiency in Microsoft 365 suite (Excel, Word, Outlook, MS Teams).
- Proficiency in the use of Adobe Acrobat software.
- Demonstrated ability to manage accounts payable with a strong understanding of GST.
- Willingness to take on new projects and complete them in a timely manner.
- Attention to detail and accuracy.
- Outstanding interpersonal and communication skills.
- Strong work ethic and ability to be an effective and flexible member of the Finance team.
- Ability to work collaboratively and supportively in the office environment.
- Experience with SAP Financial Management software is desirable but not essential.

Applicants are required to read our [Commitment to Child Safety](#). All staff are expected to act in a manner consistent with the mission and values of the Loreto Province of Australia & South East Asia. All successful applicants will be asked to consent to a National Criminal History (police) check and a Working with Children Check.

For information about the Loreto Sisters and The Loreto Province of Australia and South East Asia, please visit www.loreto.org.au.

To request a copy of the position description, email admin@loreto.org.au

Please submit your application for this role by sending a cover letter, in which you detail how you meet the selection criteria, along with your CV to admin@loreto.org.au no later than close of business Wednesday, 15 November 2023.