



## Accounts Payable Officer

- **Full time position, 6 month Maximum term contract**
- **Armidale office location**
- **Friendly and well supported working environment**
- **Salary packaging available**
- **ASAP Start**

### About Us

GP Synergy is a leading provider of general practice training funded by the Australian Government to deliver vocational training to doctors seeking to specialise as general practitioners across NSW and ACT from 1 January 2016.

We are committed to building a skilled general practice workforce by delivering a high quality education and training program that is responsive to regional population health needs.

Our organisation is underpinned by our values - respect, excellence and initiative.

### The Role

GP Synergy is seeking a committed Accounts Payable Officer who is suitably experienced and who shares our values, to join our NSW/ACT team.

Reporting to the Chief Financial Officer, the Accounts Payable Officer is responsible for maintenance and accuracy of GP Synergy's accounting system primarily through the accounts payable functions.

Working with key staff, the Accounts Payable Officer will undertake key tasks in relation to accounts payable and expense claims activities, such as collate supplier invoices into payment runs, schedule payments, process reimbursement and expense claims, enter payments into the accounting system and review aged payables reports.

### Selection Criteria

To be considered for this opportunity, it is essential that applicants meet the following criteria:

- At least 2 years experience in an accounts payable role
- Relevant tertiary qualifications, preferably accounting, and/or bookkeeping
- Unrestricted motor vehicle licence (desirable)

Occasional travel including overnight travel and after hours duties will be required from time to time.

### Further Information

For further information and to obtain the Position Description, please visit our website <http://www.gpsynergy.com.au> About Us > Employment Opportunities or contact Alison Micovski, Human Resource Coordinator on [recruitment@gpsynergy.com.au](mailto:recruitment@gpsynergy.com.au).

### How to Apply

Please email your covering letter addressing the criteria and requirements coherent to the Position Description together with your resume, making reference to the position and applicable location to Alison Micovski, Human Resource Coordinator on [recruitment@gpsynergy.com.au](mailto:recruitment@gpsynergy.com.au).

All applications will be treated in the strictest of confidence. Only shortlisted candidates will be contacted.

*We do not accept canvassing or applications from recruitment companies.*

