

Success Profile Graduate Accountant (Accounts Receivable)

Team Financial Services

Supporting Leader Manager Financial Services

 You will make a difference by - Effectively and efficiently delivering Accounts Receivable function - Effectively collaborating with members of the Finance, other relevant IPC Health staff and customers - Supporting Accounts Payable Officer for delivering Accounts Payable function - Supporting financial accounting function, internal and external audits - Contributing proactively to finance related process improvements	 To succeed, you will need - Tertiary qualification in accounting, or experience demonstrating strong accounts receivable and monthly reconciliation skills. - Basic knowledge in accounting concepts - Basic knowledge and experience in using accounting systems and Microsoft Office - Organisational and problem-solving skills, with accuracy and high attention to detail - Basic knowledge in office administration and customer service skills
 You will improve and promote One Team IPC Health by - acting with purpose, measuring our results, and celebrating achievements (We make a difference) - going above and beyond, demonstrating understanding and respect for our communities and each other (We are passionate) - learning, experimenting and innovating (We are creative)	 We will contribute to your success by - providing opportunities for you to share what is important to you, your wellbeing, and what you need - aligning the contribution you make to IPC Health's strategy - guiding you in what to do, when and how to do it - developing your skills with regular feedback and exploring career opportunities - ensuring you feel fulfilled at the end of each work day - being committed to maintaining a barrier-free environment for all and welcoming individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI communities



Key Deliverables and Measures

- Timely and accurately processing of Accounts Receivable transactions, invoicing and payments including maintaining Accounts Receivable and Banking sub ledgers
- Timely and accurately completion of Bank reconciliations
- Proactively following up of outstanding receivable balances
- Supporting Accounts Payable Officer for accurately and timely processing supplier invoices and payments, and acting as a backup for the Accounts Payable Officer
- Accurately and timely processing monthly credit card transactions
- Timely completion of Balance Sheet reconciliations
- Accurately maintain and process prepayments
- Accurately and timely inputting data to the Contract Register
- Quarterly review and clean-up of outstanding Purchase Orders
- Maintain daily cash
- Any other duties as reasonably directed



Key Relationships

- Manager Financial Services
- Accounts Payable Officer
- Financial Accountant
- Finance team members
- IPC Health Customers
- Leadership Team
- Executive Leadership Team
- External and Internal Auditors



MINDFULNESS



IMPACT



INNOVATION



DIVERSITY

At IPC Health, we believe that strong leadership is a state of MIND. We are all leaders.

MIND ipcHealth
leadership

Mindfulness

in leadership is represented by the focus and presence of mind to act with integrity, grit, resilience, adaptability and kindness — even in challenging circumstances.

Impact

in leadership is a mindset that compels you to seize opportunities, to act with self assurance, to inspire action, and to empower others through active listening and communication.

Innovation

in leadership is a growth and learning mindset that thrives in ambiguity, senses change, fosters deep curiosity and enables experimentation and creativity to thrive.

Diversity

in leadership is a mindset that enables the awareness, empathy, collaboration and diplomacy to communicate, engage and work with anyone.