

ASSISTANT ACCOUNTANT – ACCOUNTS PAYABLE



- Join a leader in youth mental health and be part of a supportive team
- Purposeful work, making a real difference to young people
- Full time fixed term contract ending 30 June 2023
- Access to generous NFP salary packaging and flexible work/life balance arrangements

****insert video – work for us****

<iframe width="560" height="315" src="https://www.youtube.com/embed/d20dKyETTrU" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe>

The Opportunity

The Orygen finance team is focused on delivering quality service to our users, maintaining strong internal controls and facilitating Orygen's operations. The Assistant Accountant – Accounts Payable is responsible for delivering end to end accounts payable, and assisting in other accounting work. The position works closely with a reviewer to ensure that payments are being processed in line with expectations. The reviewer will mentor, train and support the Assistant Accountant to ensure the effective operation of the Accounts Payable processes.

If you have a passion for the field of youth mental health and want to make a real difference to the lives of young people and their families and carers and share Orygen's values of respect, accountability, teamwork, excellence and innovation, then we would love you to apply for this role!

About Orygen

The why behind what we do is important. We believe that all young people deserve to grow into adulthood with optimal mental health. Everything we do is focused on this outcome. Orygen is leading and redefining what's possible in global research, policy, education and clinical care. Find out more on our [website](#).

The role & your impact

The Assistant Accountant - Accounts Payable, is responsible for managing end to end accounts payable processes, performing financial accounting month end close journals and reconciliations, and assisting other general accounting matters. The role requires working with multiple internal and external stakeholders to ensure that Orygen is meeting its payment obligations, whilst maintaining appropriate internal controls.

Benefits

Depending on your skills and experience, a salary of \$65,000 - \$74,000 p.a. is offered plus superannuation, access to generous NFP salary packaging, flexible work/life balance benefits, supportive team, development opportunities, purposeful work that makes a real difference to lives of young people and their families and carers and career opportunities within an organisation that is the leader in youth mental health.

About you

The following key selection criteria must be met to be successful:

- Excellent verbal and written communication skills.
- Strong time management, and efficient processing capacity.
- Attention to detail
- Demonstrated experience or education in general accounting principles.
- Proficiency in the use of the Microsoft Office suite; particularly Outlook, and Excel
- Demonstrated ability to work independently and as part of a team
- Demonstrated commitment to providing excellent customer service

- Professional integrity, and adherence to strict confidentiality in all dealings with staff.
- Demonstrated ability to develop and maintain constructive working relationships with colleagues and stakeholders.

To view the FULL selection criteria and learn more about this opportunity, please go to www.orygen.org.au/About/Work-with-Us to view the Position Description or contact Lloyd Alderman, Financial and Systems Accountant, on lloyd.alderman@orygen.org.au for a confidential discussion.

Apply:

Please refer to the position description and submit your resume and cover letter to careers@orygen.org.au, using the subject line 'Assistant Accountant – Accounts Payable' followed by your 'full name'.

Closing date: Sunday 7 March 2021.

You are encouraged to submit your application as soon as possible. Orygen may close the advertisement before the closing date.

Orygen is dedicated to gender equality, diversity and inclusivity. We strive to continue to build a culturally safe workplace where our values underpin the way we work and our strategic commitment to partner with First Nations people of Australia, young people and their families, LGBTIQ+ people and CALD people. We strongly encourage applications from the First Nations people.