

TRANSACTIONAL ACCOUNTING ASSISTANT



- Join a leader in youth mental health and be part of a supportive team
- Purposeful work, making a real difference to young people
- Part time (0.5 FTE) fixed term contract ending 30 June 2023
- Access to generous NFP salary packaging and flexible work/life balance arrangements

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 Opportunity

Finance is seeking a Transactional Accounting Assistant. You will be well supported operationally to ensure your career at Orygen is both fulfilling and rewarding without compromising on your life goals.

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!

The role and your impact

The Orygen finance team is focused on delivering quality service to our users, maintaining strong internal controls and facilitating Orygen's operations. The Transactional Accounting Assistant, will assist in accounts receivable processes, banking, performing reconciliations, and other general accounting matters. The role requires working with multiple internal and external stakeholders.

As a finance team member, the position will require effective communication and a willingness to assist our clients, stakeholders, and fellow team members; including filling in for staff, and being flexible in the work and the prioritisation of work on any given day.

About you

Essential to this role is demonstrated experience or education in accounting. You are passionate, energetic and determined to make a difference to health outcomes for young people. In addition, you will bring:

- Excellent verbal and written communication skills.
- Strong time management, and efficient processing capacity.
- Attention to detail
- 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 view the Position Description or contact Lloyd Alderman, Financial and Systems Accountant, on lloyd.alderman@orygen.org.au for a confidential discussion.

Salary and benefits

Depending on your skills and experience, a salary of \$65,000 - \$75,000 p.a. is offered plus superannuation and access to generous NFP salary packaging.

Orygen is committed to providing an inclusive work environment that supports employees to achieve their career goals without compromising their life goals. With this in mind Orygen offers a range of employment benefits including generous paid leave, flexible work arrangement, an employee assistance program, well regarded supervision and a supportive team, career growth and 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.

How to apply

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

Closing date: Sunday 8 August 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 commitment to First Nations people of Australia, young people and their families, LGBTIQ+ people and CALD people. We strongly encourage applications from the First Nations people.