



Accounts Payable Officer

St Arnaud Campus

Permanent part time, 24 hour fortnight

Remuneration based on skills and experience

Access to generous salary packaging and remote area benefits

East Wimmera Health Service (EWHS) is a fully accredited small rural health service across five campuses encompassing five communities in the Buloke and Northern Grampians Shires in North Western Victoria.

East Wimmera Health Service (EWHS) are seeking an experienced and capable Accounts Payable Officer to assist in the Finance Department.

The Accounts Payable Officer assists in the provision of high quality health services by processing supplier invoices and payments in an accurate and timely basis. EWHS relies on medical consumables, food, domestic supplies and utilities to provide high standards of care for our consumers. It is essential that these goods and services are accurately recorded in the general ledger and paid within trading terms to ensure that service delivery is not interrupted.

Reporting to the Director of Finance and Administration, the Accounts payable Officer will be proficient in the use of information & technology and have accurate data entry skills and strong organisational skills.

A **position description** can be viewed for the key selection criteria.

Enquiries to: Joanna O'Leary, Director of Finance & Administration, on 5477 2109 or Joanna.OLeary@ewhs.org.au

To apply: An application incorporating a response to the key selection criteria (listed in the position description) and a CV/resume including the names of two professional referees, is to be e-mailed to the Human Resources Manager, applications@ewhs.org.au

Applications close: 5.00pm Sunday 28 July 2024

All appointments are subject to a satisfactory police records check, Victorian 'Employee' Working with Children check and immunisation clearance (including annual influenza immunisation and 3 doses of immunisation against COVID-19).

All employees must be willing and able to wear Personal Protective Equipment (PPE) when required.

EWHS is an equal opportunity employer.

EWHS encourages applications from people of all Abilities, Aboriginal and Torres Strait Islander People, CALD community, people of all Genders and LGBTIQ+ Community.

Cultivating Healthy Communities