

Phebra develops, manufactures, and supplies high quality and innovative pharmaceuticals to meet the requirements of the hospital specialty pharmaceutical market. At Phebra we create critical medicines which save and improve lives. Working with us, you will have an opportunity to contribute and make a difference!

The following role is currently available. If you feel you meet the below criteria, we welcome applications from those presently employed at Phebra and applicants currently external to the business. Please feel free to share this information with people you know who may be interested in applying for this role.

Please apply by sending your resume and a covering letter to address how you meet the requirements of the role to [HR@phebra.com](mailto:HR@phebra.com)

<b>Role Title</b>	<b>Accounts Officer</b>		
<b>Department</b>	Finance		
<b>Hiring Manager</b>	Julie Wright (Cash Management Manager)		
<b>Job code</b>	INT26	<b>Closing Date</b>	23 July 2024
<b>About the role</b>	<p>The role of <b>Accounts Officer</b> at Phebra is a permanent part-time (28 hrs per week) onsite opportunity, preferable working over 4 days per week, at our Lane Cove manufacturing facility.</p> <p>The main function of this role is to ensure the timely, accurate and paperless processing of our authorised supplier invoices and assist with accounts receivable collections and remittances. The role has space to grow into other Accounts Officer duties over time.</p> <p>Major accountabilities and functions of the role will start with (but are not confined to):</p> <ul style="list-style-type: none"> <li>- Regular monitoring of Accounts Payable (AP) shared mailbox, actioning all queries and escalating complex matters to Management.</li> <li>- Forwarding and follow up of AP invoices to appropriate members of the company for authorisation.</li> <li>- Processing authorised AP invoices; picking up and highlighting to Management any critical changes to company names, ABN and/or trading terms before processing.</li> <li>- Processing of company credit cards and staff expense claims.</li> <li>- Monitor and follow up on enquiries from our customers.</li> <li>- Collect by email/phone outstanding AR Invoices.</li> <li>- Send copies of Invoices/Statements to customers where requested.</li> <li>- Process/reconcile AP Remittances on an open-item system</li> <li>- Have an understanding of GST regulations on domestic supplier invoices, customer invoices and import tax.</li> <li>- Maintain an understanding of the ATO's supplier invoice requirements.</li> <li>- Learn &amp; provide backup to other team members when &amp; where required</li> </ul>		
<b>About you</b>	<p><b>To be successful in this role you will require:</b></p> <ul style="list-style-type: none"> <li>- Minimum 5 years experience in a similar role (AP/AR) for a medium sized organisation</li> <li>- Experience with mid sized accounting system – SAP Business One would be highly regarded</li> <li>- Accounting/bookkeeping qualification (or equivalent) – Cert IV minimum</li> <li>- Excellent attention to detail</li> <li>- Ability to develop and maintain stakeholder engagement to ensure smooth processing of invoices.</li> <li>- Strong time management and organisational skills</li> <li>- Experience with Microsoft products, particularly Excel &amp; Outlook shared mailbox.</li> </ul> <p><b>Full working rights in Australia are essential – if you have a temporary and/or restricted visa's please address subclass and expiry during your application.</b></p>		

**Phebra are an equal opportunities employer, we are committed to diversity and inclusion within the workplace and believe that a diverse team with unique perspectives, ideas and experiences should be valued.**