SuperRugby is seeking applications for an Accounts Payable Officer and an Accounts Receivable Officer both will work in a Shared Services environment.

Working in a team that provides financial management services to both the Australian Rugby Union (ARU) and its affiliated State Unions, we are seeking mature minded and proactive Accounts Payable and Accounts Receivable professionals to join our finance team. The successful candidates will be well organized, accurate with superior communication skills and have previous experience in similar roles.

Based within the ARU offices at St Leonards, the successful candidates will report to the Financial Controller and become integral members of a dynamic team. Currently the organisation is implementing a new financial management system which will be in place by 2013. The successful candidates will be required to assist in the User Testing phase of this implementation.

Responsibilities include:

Accounts Payable

- Matching purchase orders & invoices (online 2013)
- Entering supplier invoices
- Processing supplier payments
- Reconciling supplier accounts
- Filing
- Responding to supplier enquiries
- Support other team members
- Assisting with month end where required

Accounts Receivable

- Entering and processing invoices for customers/debtors
- Clarification of invoice detail with client management
- General banking duties
- Filing
- Chasing outstanding debtors

Clarification of invoice detail with all levels of management within State Unions forms an integral part of these roles and therefore excellent communication skills are essential. An understanding of accounting concepts will also be desirable.

Additional responsibilities will be added as business knowledge is gained and the roles evolve. There is definite opportunity to grow in both roles.

Skills Required

- Excellent verbal communication skills
- Excellent written communication skills
- Min 2yrs experience in similar role
- Strong attention to detail
- Intermediate Excel Skills
- Self-motivated and well organised

To apply send your CV and covering letter supporting your application for either role to recruitment@rugby.com.au. To discuss the roles in more detail please contact Julie James - Manager HR, Australian Rugby - Tel 80055528. Applications close Thursday 4th October.