

# Accounts Payable

## Partners Wealth Group Melbourne

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Reports to the Head of Finance

Part Time, 3 days per week

Melbourne / remote

PWG is one of Australia's leading providers of business and financial advisory services for high-net-worth individuals, business owners and organisations. We have an exciting opportunity for an experienced finance professional to join our team and take responsibility for our accounts payable function. The role is based in PWG's head office located in St Kilda Road, Melbourne or can be completed remotely.

Our business is growing strongly through the long-term development of strong sales channels, building out a multi-disciplinary firm and ensuring that our clients' best interests are always at the forefront of everything we do.

Your strong attention to detail, passion for accuracy and accountability to deadlines makes you a perfect fit for the role, and your willingness to collaborate makes you a great fit for our culture. PWG passionately believes that personalised advice leads to superior financial outcomes and peace of mind for our clients. We're proud of our inclusive culture which aligns to our core values: collaboration, accountability, trust and excellence.

### About you

As an experienced finance professional, you will thrive in the environment by:

- Providing input and participating in the development and implementation of accounts payable processes and systems across the business.
- Developing, deploying, and implementing performance and reporting measures across accounts payable to effectively track business performance in line with key indicators.
- Providing training to key stakeholders (end users) of the accounts payable process to build and grow operational capacity including documenting key processes where required.
- Actively participate in the Finance team ensuring key deliverables are achieved in line with strategic outcomes.
- Assisting with other minor finance-related processing tasks as required.

Our ideal candidate:

- Has 1-2 years of experience in an accounts payable / receivable role or aligned experience.
- Has experience with accounting software (eg MYOB, Xero etc).
- Has excellent attention to detail with a problem-solving mindset.
- Is a great team player and ability to demonstrate initiative.
- Has the ability to communicate effectively with internal and external stakeholders.

## Our culture

Partners Wealth Group has:

- A fast-paced and client-focused business.
- Accelerated training & development.
- A genuine and friendly team environment.
- A great office space.
- A fantastic social network.

**Why wait? Apply now and launch your finance career at Partners Wealth Group!**

If you have any questions, please do not hesitate to contact Caris Lim, Senior Management Accountant, [clim@pwg.com.au](mailto:clim@pwg.com.au).

Please note, only shortlisted applicants will be contacted.