



Job Opportunity: Accounts Payable Manager

- Are you ready to be **accountable** in a impact and results driven organisation?

About Us

Tattarang is one of Australia's largest private investment groups with a portfolio that spans across agri-food, energy, resources, property and lifestyle. The group is made up of six business divisions: Fiveight, Harvest Road, SFM Marine, Squadron Energy, Wyloo Metals and Z1Z. We believe in investing for growth and pursue opportunities in both the listed and unlisted space with a long-term investment horizon.

Minderoo Foundation is a modern philanthropic organisation. We take on tough, persistent issues with the potential to drive massive change. We incubate ideas and accelerate impact. We push the limits of what is believed possible. Minderoo Foundation is independent, forward thinking and seeks effective, scalable solutions. We are proudly Australian, and one of Asia's largest philanthropies, with AUD \$2 billion committed to a range of global initiatives. Our team comprises over 100 employees across seven locations.

About the Role

We have an exciting opportunity for an Accounts Payable Manager to join us on a 12-month Fixed Term Contract. This is a dynamic role where you get to be apart of an organisation which is making a big impact and iconic investments.

As the Accounts Payable Manager, you will be responsible for supervising the accounts payable team and processing company accounts payable in a timely, accurate and efficient manner. The role will manage all accounts payable activities, liaising with external vendors and suppliers, and maintain records and reports in a confidential and accurate manner. In addition to:

- Lead a team of 4 Accounts Payable Officers
- Oversees the process to confirm validity of all new vendors and any changes to details of existing vendors
- Overseeing production of payment run's (EFT/BPAY/International payments)
- Ensures timely payment of vendor invoices
- Maintains systems (Flexi Purchase/ Microsoft Navision/Medius Flow)
- Manages Credit Card claims/processing
- Manages Employee expense claim process
- Respond to and resolve internal stakeholder and external stakeholder queries
- Provide ongoing training and support for internal stakeholders on accounts payable coding/systems
- Assisting Financial Controller with cash flow requirements across the various business units as required

About You

- 2-5 years in an accounts payable manager role
- Experience with high volume of invoices in a diversified business highly desirable
- Exceptional interpersonal, written and verbal communications
- High attention to detail and accuracy



- Ability to work under pressure, prioritise and multitask
- Experience with electronic invoice processing & foreign currency invoices and transactions
- Good understanding of basic accounting and accounts payable principles, including general ledger coding
- Committed to delivering exceptional customer service
- Proven experience in managing, coaching, and leading a team
- Microsoft Navision Dynamics and or Medius Flow experience highly desirable
- Proven achievements in implementing and streamlining process improvements.

Next Steps

Please attach your resume and a cover letter explaining why you are up for the challenge!

Tattarang and Minderoo Foundation embraces Equal Opportunity and promotes diversity. We actively encourage Aboriginal & Torres Strait Islander people, men and women of all backgrounds, ages, sexual orientation, and People with Disability to apply.