

Accounts Payable Officer

Warrina Homes Inc.
Highbury
Full-Time

About Warrina Homes

Warrina Homes is a respected not-for-profit provider of Retirement Living and Residential Aged Care services across metropolitan Adelaide. Guided by Christian values, we are committed to delivering compassionate, person-centred care that promotes dignity, independence and wellbeing.

As a growing organisation, we continue to invest in our people, services, and facilities to ensure we meet the evolving needs of the communities we serve.

Recognised as one of South Australia's fastest-growing organisations through the BDO Fast Movers SA Awards, Warrina Homes is entering an exciting phase of growth and innovation. This is an opportunity to join an organisation that is committed to continuous improvement, exceptional care, and making a meaningful difference in the lives of those we support.

Why join us?

At Warrina Homes, we are committed to creating a workplace where people feel supported, respected, and empowered to make a difference. We recognise that our people are our greatest asset, and we foster a collaborative culture where ideas are valued, achievements are celebrated, and continuous improvement is encouraged.

The role

We are seeking a motivated and detail-oriented Accounts Payable Officer to join our Finance team at the Warrina Homes Corporate Office in Highbury.

This role is ideal for someone who enjoys working with numbers, takes pride in accuracy, and thrives in a collaborative team environment. You will play an important role in ensuring our accounts payable function operates efficiently while providing exceptional service to both internal and external stakeholders. You will also support the broader Finance team with administrative and accounting functions as required.

Key responsibilities include:

- Processing supplier invoices, statements and payments accurately and within required timeframes
- Reconciling supplier accounts and resolving invoice or payment discrepancies
- Maintaining accurate financial records and supporting the integrity of the accounts payable function
- Providing administrative support to the Finance team across a range of accounting activities
- Assisting with resident billing and other finance-related tasks as required
- Providing professional customer service to suppliers, staff, residents and other stakeholders
- Assisting with reception and telephone enquiries when required
- Maintaining organised filing systems and finance documentation
- Identifying opportunities to improve processes and contribute to continuous improvement initiatives

- Working collaboratively with the Finance team and other departments to achieve organisational objectives
- Undertaking other duties consistent with the scope of the position

About you

- Previous experience in an Accounts Payable or finance administration role
- Excellent attention to detail and a high level of accuracy
- Strong organisational and time management skills with the ability to manage competing priorities
- Well-developed communication and interpersonal skills
- A proactive approach with the ability to identify and resolve issues
- Sound computer skills, including Microsoft Office, particularly Excel, and the ability to learn new financial systems
- The ability to work both independently and as part of a supportive team
- Core values that align with the vision and mission of Warrina Homes
- Current South Australian Driver's Licence
- Current Aged Care Specific Police Clearance (or willingness to obtain)

What we offer

- An attractive salary with access to salary packaging (up to \$15,899 for general living expenses plus \$2,650 for meals and entertainment)
- Opportunity to contribute to an organisation that makes a genuine difference in the lives of older Australians
- A supportive and collaborative Finance team
- Ongoing learning and development opportunities
- A positive workplace culture where employees are respected, valued and encouraged to grow
- The opportunity to contribute to continuous improvement and organisational success

Warrina Homes is proud to be a non-smoking workplace.

Don't miss this opportunity to join a growing organisation where your skills will be valued, your contribution recognised, and your work will help support the delivery of exceptional care to our residents.

To be considered, simply click the '**Apply**' button and submit your resume along with a cover letter outlining your suitability for the role. Applications will be assessed as they are received. We thank all applicants for their interest and advise that only shortlisted applicants will be contacted.