



## Accounts Payable Officer

New Forests is specialist forestry, rural land and environmental investment Management Company headquartered in Sydney, and with offices in San Francisco and Singapore. We are looking for a full-time Accounts Payable Officer to work as part of our Finance team. In this role you will be given exposure across a number of areas of the business which will ensure that you are challenged every day and give you the opportunity to absorb more responsibility over time.

To be successful in New Forests you will be a self motivated individual who thrives on working in a team environment towards a common goal. You will have very strong attention to detail, diplomacy and the ability to work independently.

Reporting to the Financial Controller, your responsibilities will include, but are not limited to:

- End to end control of accounts payable, including but not limited to; input of invoices, scheduling supplier payments, supplier reconciliations, and moving funds between bank accounts
- Liaison and management of Trustees for fund payments
- Bank transaction input and bank reconciliations
- Provide assistance to other staff as directed.

### Qualifications and Knowledge required:

- Certificate IV in Bookkeeping, a higher qualification or the experience equivalent
- Working towards a professional qualification
- Previous experience of at least 2 years in an end to end AP role
- Previous experience using MYOB, and intermediate computer skills

### Skills and Experience required:

- A positive, can do attitude
- Punctual, professional and outgoing personality that likes to assist people.
- Must have good Microsoft Office skills including Outlook, Word, Excel
- Excellent time management and organisational skills
- Excellent written and verbal communication skills
- An ability to work independently, take ownership of the role and prioritise effectively
- Experience involving medium/high volume of transactions
- A keen attention to detail
- Ability to build strong relationships and work within a team environment
- Capable of maintaining positive, calm demeanour during busy periods

### What can we offer?

We can offer a busy role within team of passionate and dedicated Finance specialists. The environment is busy and supportive, and the team is professional and relaxed. New Forests is an exciting and growing international business which can provide great opportunities within this fantastic team environment.

### To Apply

Please apply by sending a cover letter and resume explaining your interest in, and qualifications for, the position in PDF format to [applications@newforests.com.au](mailto:applications@newforests.com.au)  
Phone calls will not be accepted.