



Accounts Payable Officer

Location: Sydney

Work Type: Permanent Full-time

About us:

SpeedX is a dynamic, and rapidly growing company with a strong portfolio of technology at the cutting edge of molecular diagnostics. Our growing team in offices and laboratories in Sydney, London, and Austin, work together in an innovative, challenging, and collaborative environment, towards our critical mission of developing clinically relevant tools to positively impact healthcare networks around the world.

At SpeedX, we are passionate about improving patient outcomes; specializing in molecular diagnostic solutions that go beyond simple detection to offer comprehensive information for improved patient management. Our technology supports clinical diagnostic products for infectious diseases with a range of products in the market and a pipeline of research and *In Vitro* Diagnostic (IVD) assays since 2009.

SpeedX believes our employees are pivotal to our success and reputation, therefore we strive to offer true work/life balance with opportunity structured career development. We are committed to recruiting, developing, and retaining the best and diverse talent.

If you would like to work for a growing company that was awarded 2021 Australian Company of the Year at the AusBiotech and Johnson & Johnson Innovation Industry Excellence Awards, please apply now.

About the Role:

- **Permanent full-time** contract as an Accounts Payable Officer
- This role will be based in Redfern Monday-Friday
- Training provided to ensure smooth transition to the role and the company
- Opportunity to grow your career in a Molecular Diagnostic company for the right candidate.

Your primary responsibilities will involve but not limited to:

- Manage accounts payable process including invoices, expense claims and credit card through SAP Concur.
- Set up and maintain Business Partner Master Data in SAP B1
- Maintaining fixed asset register and processing monthly depreciation
- Assist the month end process.
- Assist the audit process and manage the instigation of report recommendation.
- Expense invoices and credit card reconciliations
- General accounting and administration duties
- Handle queries from internal and external stakeholders



- Assist in BAS statements preparation
- Ad-hoc duties

Key requirements: (Qualifications/ Technical & Specialist Skills/ Experiences)

- Degree in accounting is desirable
- Minimum 2 years' experience working in a similar role
- Experience with GRANT is advantageous
- Experience in SAP or any other ERP
- Strong computer skills in Microsoft Office (excel, word, PPT)

Personal attributes/ Interpersonal skills:

- Organised, detail oriented and self-motivated
- Excellent attention to detail and hands-on approach
- Excellent communication skills
- Ability to work independently and as part of a team
- A positive and can-do attitude

To apply for this opportunity, please email your CV and accompanying cover letter and include in the subject the job title: **Accounts Payable to: hr@speedx.com.au**

In order to be eligible to work for SpeedX, you must hold current working rights with no restrictions. Job offers will be subject to a National Criminal History Check.

Please note, only shortlisted candidates will be contacted.