

Accounts Administrator – Finance

Kensington Private Hospital is Northlands only Private Surgical Hospital offering a wide variety of surgical specialities. We currently have five Operating Theatres, a 21 bed Inpatient Suite and have plans for further expansion.

Demand for private surgical services in Northland has grown exponentially over the past four years. In view of this, Kensington Private Hospital is expanding too.

We are seeking an experienced Accounts Administrator to join our finance team. Primarily you will be responsible for the administration of our private and contracted services. The role requires excellent attention to detail, time management and strong interpersonal skills.

This position could suit someone looking to re-enter the workforce, with part-time or full-time hours available. There is the opportunity to upskill as an accountant with training offered for the right candidate.

About you:

- Proven data entry skills – accurate in producing a high volume of invoices
- Excellent time management – respect for deadlines
- Strong computer literacy
- Willingness to work as part of a team
- Ability to cooperate and communicate with other staff and external stakeholders
- Requirement to be fully vaccinated against Covid-19 due to vaccine mandate
- Accounts payable and receivable experience highly beneficial
- Experience in the health industry beneficial but not essential

We offer a supportive professional and caring team, a pleasant working environment, ongoing personal development opportunities, workplace wellbeing initiatives and support.

For further enquiries, please contact Jeremy (Financial Controller) 09 437 9080 ext 731 or email jeremyk@kensingtonhospital.co.nz

If you would like further information or to apply please email hr@kensingtonhospital.co.nz

Applicants should have NZ residency or a valid NZ work visa.

**Please provide a cover letter and CV with your application.
Applications close midnight Sunday, 31 July 2022.**