



Accounts Payable Coordinator

At PHARMAC, we make the most of our opportunity to make a difference for New Zealand, including through developing ourselves and our organisational capability. It's our people that make the difference, so we value them and the commitment and professionalism they bring. We also value our diversity, combining science, medicine, commerce, analysis, marketing and more to facilitate good decision making.

PHARMAC is the government agency responsible for ensuring New Zealanders have access to a wide range of affordable medicines. As an international leader in pharmaceutical management, PHARMAC makes a vital contribution to New Zealand's health outcomes.

This is done by:

- Managing the Pharmaceutical Schedule (the list of subsidised medicines)
- Promoting the responsible use of medicines
- Assisting DHBs with national procurement initiatives
- Managing the Exceptional Circumstances (EC) Scheme

If you want to make a difference in the management of New Zealand's health resources, and thrive in a busy and challenging environment, we'd love to talk to you about joining this dynamic and successful government agency.

- **Fixed term 12 months**
- **Part-time 20 hours per week, to start immediately**
- **Develop Accounts payable experience**

Your role will be to provide efficient and effective financial processing services including:

- **Fast, accurate, timely processing of accounts payable transactions**
- **Maintenance of Accounts Payable / Receivable ledgers**
- **Reconciliation of credit card statements**

Ideally this would suit a student working towards an accounting degree with the intention to achieve CA status, or if you have acquired some relevant accounts payable experience, this will be an excellent learning ground to further develop these skills.

Basic knowledge and understanding of creditor and debtor processes and internal control requirements would be beneficial. A positive attitude and willingness to learn more is essential to your success in this role.

To apply for this position please email: **diane.bb@pharmac.govt.nz**. A copy of the position description and further information can be found on www.pharmac.govt.nz. **Applications close at 5pm, Tuesday 15 July 2008.**