

Exciting new opportunities - Accounting, Accounts Payable & Payroll



Imagine working for a company that believes how you work is just as important as what you achieve. Picture yourself working alongside clients to create results that last, and think what it would be like to take your talent to another level by creating and sharing world class knowledge. You could be part of a motivating environment with an open culture, where high performance is rewarded and freedom, innovation and trust are valued... Enjoy challenging work, personal growth and fun... Come live the Collaborative Business Experience.

Capgemini is an international Consulting, Technology and Outsourcing firm, with a global delivery centre based in Adelaide. As a result of continued growth within their business process outsourcing division, the following exciting and newly created opportunities have become available.

Accounts Payable Officer (x 10)

> Senior A/P Officer x 1 > From \$45K+ Ref: AAD121823
> A/P Officer x 9 > From \$40K+ Ref: AAD121822

As the Senior A/P Officer, your expertise in the use of large systems, extensive understanding of GST and FBT compliance and high level supervisory and communication skills will be critical to your success. Key responsibilities for all roles will include ensuring the accurate and timely processing of invoices and that vendor terms of payment are maintained.

To apply for the above positions, please visit www.talent2.com and enter the relevant job ref. Alternatively, contact Renae Illsley or Jean Bates on (08) 8463 0111.

Master Data Administrator – Vendor Master

> From \$40K+ Ref: 29045

You will maintain vendor master records in accordance with service level agreements. A working knowledge of ERP systems, understanding of end-end purchasing and accounts payable processes, organisation skills, a meticulous nature and strong communication skills are essential.

Applications should be forwarded to Salli Tanner at Entrée by email 29045@entree.com.au

Senior Payroll Officers (x 2)

> CHRIS21 > From \$55K+ Ref: 29044

You will provide transactional payroll services advising on complex payroll matters, allocating daily work requests and mentoring team members. Strong end-to-end payroll experience (at least 1000 employees), knowledge around reward and incentive programs and the ability to interpret EBAs is required. Previous experience using CHRIS21, SAP or MicrOpay is essential.

Payroll Officer

> Part time (0.4) or full time > From \$45K+ Ref: 29043

Your role will be to ensure that internal controls are adhered to, as well as maintaining the integrity of the payroll system. An awareness of payroll related systems and processes, strong problem solving skills and the ability to work to tight deadlines is required. Previous payroll experience in an administrative or accounting support function is essential.

Applications for the above two roles should be forwarded to Salli Tanner at Entrée by email: E374@entree.com.au quoting the relevant reference number.

Accounting Officer

> Diploma qualified > From \$45K+ Ref: 29042

You will be responsible for banking uploads and allocations into the SAP ledger, management of property and IT related leases and payroll tax calculations. You will also assist with month end management reporting, GL reconciliations and assisting with quality management processes. Diploma qualified, you will excel in a client focused and high volume environment and be proactive and IT savvy.

Financial Accountant

> Career progression opportunity > From \$55K+ Ref: 29041

Performing a variety of month end activities including journals, intercompany, income tax and FBT analysis, bank reconciliations and maintenance of the fixed asset register, you will also assist with management reporting and GL reconciliations. Degree qualified and studying towards your CPA/CA, you will have strong ERP systems knowledge (SAP or similar) and experience working in a commercially focused organisation.

Applications for the above two roles should be forwarded to Salli Tanner at Entrée by email: E375@entree.com.au quoting the relevant reference number.



Talent2 and Entrée Recruitment have been retained exclusively to work in a business partnership with Capgemini for this recruitment campaign. As we are working to tight timeframes, please forward your application as indicated under each position, at your earliest convenience. Remuneration will be commensurate with your experience. For further information on these exciting opportunities, please visit www.talent2.com or www.entree.com.au or contact the relevant consultant as indicated above for a confidential discussion.

