

### Accounts Administrator (Finance)

Permanent | Full Time | 1.0 FTE

#### About the role

We are seeking an experienced Accounts Administrator to join our Finance team on a permanent basis. The hours of work are 8:00am to 5:00pm, Monday to Friday. 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.

#### Key responsibilities:

- 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
- Accounts payable and receivable experience highly beneficial
- Experience in the health industry beneficial but not essential

#### What's in it for you?

- Comprehensive induction program.
- On-going personal development including subsidised professional training courses and conferences.
- 20% discount on hospital costs plus an external staff benefits program.
- Wellness program and incentives.
- A supportive, professional, caring and pro-active team.
- Long service leave entitlements.
- Planned annual closure over Christmas and New Years.
- Annual staff Christmas functions and other hospital celebrations.

Visit our website for more information on being a part of the Kensington Private Hospital whānau, [www.kensingtonhospital.co.nz/work-at-kensington-hospital](http://www.kensingtonhospital.co.nz/work-at-kensington-hospital)

#### Who are we?

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. Many of our surgeons are recognised nationally as experts in their fields and choose Northland as a base for its lifestyle options.

We are located in the beautiful Northland region which provides an abundance of lifestyle opportunities based around breath-taking coastlines and a rich cultural heritage. Northland has a subtropical climate with over 100 beaches in the Whangārei district alone.

At Kensington Private Hospital, we are invested in growing our team with people that have the same values and high level of patient care, teamwork and culture as we do.

If you would like further information or to apply, please email [hr@kensingtonhospital.co.nz](mailto:hr@kensingtonhospital.co.nz)

Please provide a cover letter and CV with your application.  
Applications close Sunday, 9 April 2023.