



POSITION DESCRIPTION

POSITION TITLE:

Accounts Receivable & Invoicing Officer

LOCATION:

MALAYSIA

PHILIPPINES

VIETNAM

ASW COMPANY OVERVIEW

AS White Global (ASW) is an Australian owned company with offices in Sydney, Vietnam, the Philippines, and Malaysia. We are specialists in unified offshore staffing solutions and have been working in Southeast Asia for the past decade. Our ASW employees are part of our very special ASW family and culture, but also integrate into our client's brand and team – effectively you get two work families!

Working in our local ASW company culture means you will develop strong friendships and great support networks. You will be part of a positive and engaged environment, participate in team and company events, and have access to global training and development opportunities. In addition, you will get exposure working with our international clients and build on your existing skill sets.

CLIENT OVERVIEW

Our client is a purpose-built collection of industry-leading health, medical, and employment brands, an Australian-owned company Accounts Receivable & Invoicing Officer with offices across Australia, the United States, the United Kingdom, New Zealand, and Singapore. Their unique and diverse capabilities come together to get the best possible health and employment outcomes for you and the people you support.

Currently, they are looking for an Accounts Receivable & Invoicing Officer to join their offshoring team in Manila.

CLIENT POSITION DESCRIPTION

This role will be focusing on:

Key Responsibilities

1/ Quality

- Ensure Compliance with Finance and MH policies are always adhered to
- Always ensure compliance with customer contractual obligations
- Ensure active participation where required for audits
- Ensure a high level of confidentiality is maintained at all times
- Actively identify opportunities for continuous improvement

2/ Administration

- Actively participate and contribute to team meetings
- Other administrative tasks as required

3/ People



POSITION DESCRIPTION

- Function as an effective, positive team member within the AAA and Finance teams to ensure organizational and team outcomes are met
- Maintain external and internal customer focus at all times and a commitment to delivering service excellence to both stakeholders

4/ Other

- Maintain active knowledge of work health and safety practices and procedures
- Actively participate in ensuring a culture of health and safety
- Adhere to all policies and procedures
- Carry out other reasonable duties as required
- Undertake project work as determined by the business

Skills, Experience & Qualifications

- Accounts receivable minimum of 5 years experience
- Ability to work individually and within a team
- Strong attention to detail
- Enthusiastic & engaging with an excellent attitude
- Qualification within Finance - Advantageous
- Vlookups and Pivot Tables are a must
- Case Manager software experience – Advantageous
- NDIS experience advantageous
- Ability to show initiative, problem solve and able to work with high volumes and fast-paced business

ASW Offer

- We are experts in **offshoring** partnerships. This means that you will be a trusted member of the ASW family, and get access to our great benefits, plus you also get to work directly with *one of* clients.
- In our unique English-speaking environment, you can practice and enhance your English with peers and international client teams based in either Australia, UK, US or NZ.
- Get global access to Learning & Development programs.
- Great work-life balance.
- Competitive remuneration.
- Excellent medical benefits.
- Great Paid Leave entitlements.
- Company parties/events, future travel opportunities and other exciting activities.
- Ongoing career opportunities.