

sustainability.
environment.
versatility.



Melbourne – Accounts Generalist

Senversa Pty Ltd is a fast paced, national, Australian employee owned environmental and engineering consulting firm, with offices in Melbourne, Sydney, Perth and Adelaide.

Are you looking for a role with an immediate start where you can work in a high performing and valued business support team with autonomy and opportunity for personal growth and development? We are seeking a diligent, energetic and customer service orientated individual to join our high volume fast paced finance team.

Working 2-3 days per week located in our central CBD based office, you will be responsible for matching, batching and coding of invoices, processing invoices, and assisting with supplier and internal staff queries.

You will be an experienced Accounts Payable candidate who is used to working in large, high volume transactional environments.

To be successful in this role you will be a motivated self-starter with great attention to detail. You will also possess excellent communication skills, be adaptable, be positive and action oriented, and able to meet deadlines with often conflicting priorities. Experience working in a dynamic professional services firm or corporate environment in a similar role will be highly regarded, but is not essential.

If you are committed to furthering your career in a dynamic environment, please email your CV to careers@senversa.com.au with a covering letter outlining your experience and reasons for wanting to work for a growing, employee-owned organisation.

