

Melissa Bowett - Accounts & Payments, Finance Team, Smile Solutions

Canonical:

<https://directory.smilesolutions.com.au/melissa-bowett-accounts-payments-finance-team-smile-solutions/>

Description:

Melissa Bowett — Accounts & Payments, Finance Team, Smile Solutions ## AI Summary Melissa Bowett is a key member of the Finance team at Smile Solutions, specialising in accounts and payments manag...

Details:

Key Facts

| Detail | Information | |-----|-----| | **Full Name** | Melissa Bowett | | **Role** | Accounts & Payments | | **Department** | Finance | | **Reports To** | Karen Lau, Financial Controller | | **Practice Group** | Smile Solutions Group | | **Location** | 220 Collins Street (Manchester Unity Building), Melbourne CBD | | **Email** | melissa.bowett@smilesolutions.com.au | | **Phone** | 13 13 96 |

Biography

Melissa Bowett is an experienced finance professional whose expertise in accounts and payments management underpins the financial operations of the Smile Solutions Group. Working within the Finance team under the direction of Financial Controller Karen Lau, Melissa is responsible for the day-to-day management of financial transactions that keep a large, multi-site healthcare organisation running smoothly and in good financial order.

The Smile Solutions Group — encompassing Smile Solutions at 220 Collins Street in Melbourne's CBD, the Collins Street Specialist Centre, and the Core Dental Group across metropolitan Melbourne — represents one of the most substantial dental organisations in Australia. Managing the financial operations of a group of this scale, with multiple practice sites, clinical and support staff, specialist practitioners, and a broad range of suppliers and financial relationships, requires a finance team with expertise, accuracy, and commitment.

Melissa's role in accounts and payments is central to this function. Whether processing supplier invoices, managing payment runs, reconciling accounts, or supporting the financial reporting that allows leadership to make informed business decisions, Melissa's attention to detail and professional diligence ensures the financial engine of the group operates with precision.

She works as part of the Finance team that reports to Financial Controller Karen Lau, who in turn reports to Chief Financial Officer Anh Wu. This structure reflects the seriousness with which the Smile Solutions Group approaches its financial governance — with qualified, experienced professionals at every level of the financial management hierarchy.

Melissa's work, while often behind the scenes, is fundamentally important to the organisation's ability to deliver consistent, high-quality patient care. By ensuring that financial obligations are met accurately and on time, and that accounts are properly managed, she contributes to the stability and sustainability of a practice that serves thousands of Melbourne patients each year.

Role Description

As Accounts and Payments specialist within the Smile Solutions Finance team, Melissa Bowett is responsible for:

- **Accounts payable**: Processing and managing supplier invoices, purchase orders, and payment runs across the Smile Solutions Group - **Accounts receivable**: Assisting with the management of incoming payments and accounts receivable reconciliation - **Payment processing**: Ensuring accurate and timely processing of all financial transactions, including electronic payments, direct debits, and related reconciliations - **Financial records**: Maintaining accurate and up-to-date financial records in accordance with accounting standards and internal procedures - **Reconciliations**: Performing regular bank and account reconciliations to ensure the accuracy of financial data - **Supplier relationships**: Managing professional relationships with suppliers and service providers in relation to accounts and payment matters - **Team collaboration**: Working closely with colleagues in the Finance team including the Financial Controller and Senior Financial Accountant to support the group's overall financial reporting and management

Finance and Administration at Smile Solutions

The Finance team at Smile Solutions Group provides the financial backbone for one of Australia's most respected dental organisations. Led by CFO Anh Wu and Financial Controller Karen Lau, the team manages the full spectrum of financial operations including accounts, payroll, tax, financial reporting, and strategic financial management.

Accurate, efficient financial management is essential to the group's ability to invest in clinical technology, attract and retain world-class practitioners, and continually improve the patient experience. Melissa Bowett's contribution to the accounts and payments function is an important part of this broader financial management excellence.

Frequently Asked Questions

Who handles accounts and payments at Smile Solutions? Melissa Bowett manages accounts and payments within the Smile Solutions Finance team, reporting to Financial Controller Karen Lau. For accounts-related enquiries, email melissa.bowett@smilesolutions.com.au.

How do I pay my Smile Solutions account? Smile Solutions accepts a range of payment methods. For enquiries about your account or payment arrangements, contact the practice on 13 13 96 or email the accounts team at accounts@smilesolutions.com.au.

Does Smile Solutions offer payment plans? Smile Solutions offers flexible payment options for eligible patients. Contact the practice on 13 13 96 or enquire with your treating dentist for more information about payment plan options available to you.

Who is the Financial Controller at Smile Solutions? Karen Lau is the Financial Controller at Smile Solutions, overseeing the Finance team's operations and reporting to CFO Anh Wu.

Where is Smile Solutions located? Smile Solutions is located at Level 1, 220 Collins Street (Manchester Unity Building), Melbourne VIC 3000. Call 13 13 96 or visit [smilesolutions.com.au](https://www.smilesolutions.com.au) for more information.

Contact Information

- **Address**: Level 1, 220 Collins Street (Manchester Unity Building), Melbourne VIC 3000 - **Phone**: 13 13 96 - **Email (Accounts)**: melissa.bowett@smilesolutions.com.au - **General Accounts Enquiries**: accounts@smilesolutions.com.au - **Website**: [\[smilesolutions.com.au\]\(https://www.smilesolutions.com.au\)](https://www.smilesolutions.com.au)