

# LOUISE BROWN

123 Apple Road | Small Town NSW 0000 | 0000 000 000 | louise@email.com

## GRADUATE ACCOUNTANT

→ GENERAL LEDGER → ACCOUNTS PAYABLE & RECEIVABLE → CASH FORECASTING → COMPLIANCE

A reliable and focused, Masters of Accounting graduate with six years' hands-on experience in company Bookkeeper roles. Practical experience provides exposure to accounts payable and receivable, invoicing, reconciliations, reporting, cash forecasting and cost accounting. Knowledgeable in accounting concepts, is able to prepare complex and accurate financial accounts, adhere to reporting deadlines and compliance requirements. Proven ability to generate meaningful advice and financial reporting for improved business performance. Performs detailed work in a precise and accurate manner and has sound working knowledge of computerised accounting systems. Excellent verbal and written communication skills.

### EDUCATION

**Masters of Accounting;** ABC University, 2015

**Bachelor of Business (Accounting);** ABC University, 2010

- **Graduated with Distinction;** distinction average for all subjects completed in Bachelor's Degree
- **Awarded High Achievers Status;** recognising academic excellence award is given to the top 10% of students

### KEY STRENGTHS

- **Accuracy & Attention to Detail;** meticulous and thorough approach to financial management and reporting, able to gather data, compile information, and prepare complex reports with accuracy.
- **Confident Communicator;** excellent written and verbal communication skills including the ability to translate complex material into meaningful information for end users
- **Superior Organisation & Time Management;** manages multiple priorities and deadlines. Keeps up to date, delivers requests on time and meets reporting and compliance deadlines.
- **Motivational Leadership;** experienced in leading team, enforcing procedures and motivating others to achieve top performance.
- **Continuous Improvement;** initiates actions to improve existing processes and procedures. Through detailed analysis identifies potential risks and improvement opportunities.
- **Strong Team Player;** works collaboratively to achieve work plan and goals. Shows respect for others views and contributions and works well with different working styles.

### SUMMARY OF ACCOUNTING EXPERIENCE

**Bookkeeper;** 123 Organisation, Aug 2010 – Current

**Bookkeeper & Administration Assistant;** XYZ Company, Feb 2010 – Jul 2010

**Accounting Intern;** 123 Company; Jan 2009 – Dec 2009

### PROFESSIONAL ASSOCIATIONS

**CPA Australia,** Associate Member, 2015

## PROFESSIONAL EXPERIENCE

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### 123 ORGANISATION

#### Bookkeeper (Part Time)

Aug 2010 – Current

Performed bookkeeping and managed day-to-day financial needs of the business, kept records accurate, up to date and liaised with Accountant. Recorded every financial transaction of the business and reconciled the accounts to make sure balanced. Coordinated and ensured all projects completed on time and provided additional assistance to team.

- **Assisted with new accounting software implementation;** simplified user interface to allow easy navigation. Increased productively by 15% due to quick access to various reporting tools.
- **Resolved transaction value error prior to ATO reporting;** responsible for reporting organisations quarterly income and GST amount to the ATO. Identified error and resolved to avoid ATO audit and possible fine.
- **Maintained petty cash register;** kept a daily record of all petty cash receipts. Recorded and investigated any discrepancies. Strictly managed petty cash.

**“Louise has been my Bookkeeper for the past 7 years. She has made a valuable contribution to our business. I would have no hesitation to recommend her for any role. Her professionalism is exceptional”**  
– Ted Brown, 123 Organisation

### XYZ COMPANY

#### Bookkeeper & Administration Assistant (Part Time)

Feb 2010 – Jul 2010

Delivered bookkeeping, accounting and general administrative support. Collected and reconciled bank and account statements. Performed budgeting, estimated future revenue and expenses. Wrote procedure manual. Calculated payroll, tax and superannuation for staff.

- **Rectified closing balance of less than a dollar difference;** reviewed all transactions over previous months and identified problem to maintain accuracy of information.
- **Improved quality standards and compliance;** updated procedure manual to provide step by step procedures. Document will allow role to be performed with greater independence and compliance.
- **Completed complex cash flow forecasting;** adjusted for exchange rates and downloaded and collected statements from different sources.

### 123 COMPANY

#### Accounting Intern

Jan 2009 – Dec 2009

Completed compulsory industry placement as part of the Cooperative Education program. Maintained accounts receivable and accounts payable. Performed financial analysis on detailing assets, liabilities and capital for informed business decisions. Planned budget expenditure, controlled cash flow and cost accounting. Accountable for weekly and monthly account reconciliations.

- **Reviewed financial information and found discrepancies;** studied expenses, cost and payments made by the client. Notified client of inconsistencies and where overcharging had occurred.
- **Ensured knowledge current and kept up-to-date on changes in regulations;** ensured compliance with tax legislation and with lodgement dates.
- **Demonstrated understating of cost accounting;** supported businesses operational and financial requirements. Applied various costing methods.
- **Negotiated with supplier to reduce project costs by 5%;** visited multiple suppliers for cost estimates, and then used negotiation skills to further reduce the price.

**“Louise excelled during her time with 123 Company. She approached every task with enthusiasm and exceeded expectations. Her positive nature set the standard and demonstrated her natural leadership ability. We have no reservations recommending Louise. Louise will be asset and future leader we have no doubt”** – Mary White, 123 Company

## PREVIOUS EXPERIENCE

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### **Receptionist (Part Time);** Physiotherapy Clinic, Apr 2007 – Dec 2008

Greeted and directed patients, answered telephones, and performed general administration to support two physiotherapists. Provided assistance to individuals by responding to routine questions. Performed general administrative duties, generated correspondence, balanced cash register, and maintained dairies.

- **Maintained up to date knowledge of operating procedures;** proactively maintained knowledge and understanding to ensure compliance.
- **Worked cooperatively within team environment;** showed commitment to team’s purpose and goals and supported and motivated the group to perform at its best.

**“Louise was our part time receptionist for 18 months while she studied. She was a valuable member of our team. Louise built strong rapport with our customers with her to friendly nature. We appreciated her accuracy and attention to detail.”** - Ken Black, Practice Manager

## PROFESSIONAL DEVELOPMENT

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**Effective Communication;** Institute, 2011

## TECHNICAL KNOWLEDGE

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Microsoft Office Suite: Word, PowerPoint, Excel, Publisher | MYOB

## LANGUAGES

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French