

Candidate 19115081

Accountant

SUMMARY

He is an accountant with over five years of experience, demonstrating a strong command of ledger processes, reconciliations, and report streamlining. His abilities are characterized by effective communication, adept multitasking, and proficient problem-solving, all while maintaining a high level of accuracy and focus when handling data.

He is skilled in a range of accounting software, including Xero Advisor, Xero Payroll, Xero Migration, QuickBooks, MYOB, FYI Docs, Smart Workpapers, Xero Workpapers, and Xero Practice Manager, as well as Microsoft Office and Xero Practice Manager. His expertise extends to financial reporting and presentation.

Having worked with diverse Australian accounting, taxation, and business advisory firms, he possesses a comprehensive understanding of the Australian business environment.

TOOL & SOFTWARE USED

Xero: Payroll, Migration	Quikbooks	Microsoft Office
Xero: Workpapers	MYOB	Google Suite
Xero Practice Manager	FYI Docs	Smart Workpapers

WORK EXPERIENCE

Senior Accountant
Williams Cete & Co. Pty Ltd
July 2023 – Present

Duties and Responsibilities:

- Prepare annual tax returns (individual, partnership, trust and company) and year end financials.
- Bookkeeping task (Payroll, Reconciliations and Managed AP & AR).
- Tax planning activities for tax efficiency and cost savings.
- Direct client communications.
- BAS, IAS, Payroll Tax Lodgments

Senior Manager
NumberGroup Pty Ltd
July 2021 – June 2023

Duties and Responsibilities:

- Prepare annual tax returns (individual, partnership, trust and company) and year end financials.
- Bookkeeping task (Payroll, Reconciliations and Managed AP & AR)
- Tax planning activities for tax efficiency and cost savings.
- Direct client communications.
- Soft audit and review of account transactions to justify correct lodgments to the Australian Taxation Office.
- Review correct allocations of accounts in the Tax Returns as well as client books.

Senior Accountant
Hammerjack Pty Ltd with an accounting firm: Obsidian Advisory
May 2020 – June 2021

Duties and Responsibilities:

- Implement, maintain and apply improvement to internal financial controls and procedures.
- Prepare tax returns (individual, partnership, trust and company) and year end financials.
- Prepare payroll tax and Business activity statements.
- Daily bookkeeping and payroll.
- Weekly bookkeeping of Self-Managed Super Funds through CLASS Super.
- Manage team member

Senior Bookkeeper

EMAPTA Versatile Services client: HLB Mann Judd

March 2018 – May 2020

Duties and Responsibilities:

- Implement, maintain and apply improvement to internal financial controls and procedures.
- Preparation of management report including Financial Statements, Product Costing, Payroll Reporting, Annual
- Sales Reporting, and Tax compliance with the Australian Taxation Office.
- Direct client reporting.
- Train graduates/cadets

EDUCATION

Holy Angel University
Bachelor of Science in Accountancy
2018



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