

The Excel Guru - Information Reporting Specialist

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OBJECTIVE

My primary objective is to provide value added management consulting and business solutions. This includes using analysis tools that provide for the client a clear picture of the business function(s) being analysed. Where problems are presented or discovered I can then design a customised solution.

I have a good understanding of theories of accounting. I have well developed business planning, budgeting and financial modelling skills.

I have a demonstrated ability to correctly identify critical areas of business failure, prepare and implement solutions, and measure outcomes against predetermined performance standards.

I have demonstrated RAD software development skills and understand and use the SDLC.

I have demonstrated web development, hosting and content management system skills.

I have demonstrated business analyst skills including running focus groups, developing functional specifications, and writing testing scripts.

I have a demonstrated ability to understand and apply legislation and technical rulings to business processes and systems.

I have great team and individual training skills.

I work best as a team player /leader in a management team within an organizational structure.

I have strong communication skills (oral and written) in dealing with staff, executive, customers, suppliers, and support services.

I am able to create and write policies and procedures in order to streamline job processes and improve job satisfaction for subordinates.

TARGET JOB

Desired Job Type:	Temporary/Contract/Project
Work Load:	Full Time, Part Time
Desired Rate:	\$80.00 AUD Per Hour + GST (Brisbane)

Description of my perfect job:

The following projects are indicative of my abilities
Financial Modelling and Budgeting

Business Planning

Web based Content management systems including Drupal,
SharePoint and MOSS 2007

Implementation of team collaboration tools including
Messenger, OneNote, Outlook and SharePoint

Change Management & Re-Engineering including Business
Process Review

Creating, updating & implementing Management Information
Systems

Producing corporate and financial reporting solutions using
advanced Excel techniques and VBA software development.

I am also able to provide:

Management Accounting skills

Financial Accounting skills

Training accounting theory & systems hands on

Reconciliations & systems troubleshooting

Office and SharePoint training including Excel VBA

Career Level: Executive

Date of Immediately

Availability:

EXPERIENCE

1/2008 – Jethro Brisbane

5/2008 Management

Website development

Development of several Drupal websites including

www.reallivepreacher.com

www.afana.com

www.gracefullthings.com

www.riversbaptist.com

and more that cannot be revealed due to confidentiality.

12/2007 – Suncorp-Metway Brisbane

4/2008

Excel Loan Assessment Tools Editing

Assessment and editing of loan repayment capacity
calculator tool, including, revision of existing input and
calculation system and compatibility with Office 2007.

10/2007 – ROADTEK Brisbane

12/2007

Budget Tool Maintenance

Annual maintenance of the Budget Tool.

**9/2007 – Queensland Brisbane
9/2007 Studies Authority
Delphi Analyst / Programmer**

Analysing and documenting a Delphi Borland Application. Created technical documentation including screen and form functionality, code validation and rules, entity relationship diagram and data dictionary, code rules and exceptions, quick report writer analysis and documentation.

**8/2006 – Queensland Brisbane
8/2007 Investment Corp
Strategy Technical Specialist**

Technical IT Specialist consulting to Queensland Investment Corporation Strategy Division. Prime tasks include supporting spreadsheet and VBA macro based trading systems for derivative overlay and hedging purposes, SharePoint 2007 (MOSS 2007) implementation and configuration, technical analyst troubleshooting and supporting 15 staff with first line IT support (liaising with a helpdesk) and planning and implementing new best fit solutions.

**3/2004 – Jethro Consultants Brisbane
current
Web Development and Hosting Services**

Since April 2004 we have been steadily building a portfolio of web development for various customers. These are all hosted on our own unique hosting solution. From early 2005 a large number of these have been content management systems utilising the open source software Drupal. These have included blogs, corporate websites, community sites and photo galleries.

**1/2007 – Sauers Bakehouse Sydney
1/2007
Inventory Management Tool**

Designed and developed an automatic stock management – reordering tool. Sales and purchase order data are extracted from an accounting system and brought into the system. Sales data is then applied against manually constructed

recipes to calculate raw material usage. This is then tracked against reorder points, allowing for lead time days and safety margins to warn of impending stock balance reorder points or shortages.

1/2007 – Sauers Bakehouse Sydney
1/2007
Roster Tool

Redesigned an existing roster management tool for bakehouse employees. Results are generated for automatic entry into pay system.

11/2006 – ROADTEK Brisbane
1/2007
Budget Tool Maintenance

Annual maintenance of the Budget Tool.

11/2006 – Rotech Brisbane
11/2006
Rain Water Tank Quotation System

Developed quotation form and mini database for plastic rain water tank installer to use in the field to produce quotes for delivery and installation of rainwater tanks.

9/2006 – Spiritus Brisbane
4/2007
Timesheet Management System

Developed macro driven system of automatic timesheet development for several hundred staff saving hours of work. Completed timesheets are then consolidated automatically and inputs generated for feeding pay system saving 2-3 days of manual input every 2 week pay cycle.

7/2006 – ROADTEK Brisbane
10/2007
Fleet Management Database

Development of a fleet management database for the large road construction machinery fleet owned by RoadTek (PHS). This allows all purchases and disposals of equipment to be tracked through all the phases of tender, purchase, delivery, commission, and selling processes including generation of cashflow requirements.

**5/2006 – Anglo Coal Middlemount
7/2006 (Grasstree Mine)**

Business Planning & Budget Administration

Final revision and update of the Business Plan for Anglo Coal. Primarily involved in training and handing over of XERAS software use to internal staff, reconciling differences to previous budgets and aligning inputs with other coal mines in the group for budget consolidation purposes.

**3/2006 – Belso Interiors Brisbane
4/2006**

Quotation system for shop fitting

Developed database system of suppliers, contractors, parts and customers into a quotation system for a shop fitting business. Reports generated included customised quotation for customers and detailed job plan for shopfitters.

**12/2005 – Queensland Brisbane
5/2006 Investment Corp**

Financial Exposure Reporting Macro development, support, documentation and maintenance

Supported existing macro (XLA AddIn) driven financial reporting tools in Excel, using SQL queries from Charles River Trading System. Documented the largely undocumented processes, formulas and algorithms. Large numbers of complex array formulas and VBA macros were being used. I was also the first line of support for these reports working closely with a team of financial analysts and traders using these to manage large portfolios.

**11/2005 – Anglo Coal Middlemount
11/2005 (Grasstree Mine)**

Business Planning & Budget Administration

Additional work for the mine budgeting system.

**10/2005 – BGBN Brisbane
10/2005 Investments**

Accounting Setup for new company

Created set of accounts for a new company, brought in all opening balances relating to purchase of investments, setup GST and Tax reporting, created monthly and quarterly reporting process.

8/2005 – Corporate Brisbane
8/2005 Solutions QLD
Corporate Card transaction reporting macros

Developed macro driven analysis of corporate card data from web-based main frame system. Create a suite of tools for government agencies that are utilised to manipulate the data provided in its raw format into the required reporting format. Saved the client around 6 man-days per month of effort.

7/2005 – ROADTEK & Main Brisbane
9/2005 Roads Corporate
Budget Tool Maintenance

Annual maintenance of the Budget Tool. Additional reports, and user requests were developed, tested and staff were trained in their use.

6/2005 – Datacare Pty Ltd Brisbane
9/2005
End of year Accounting Reconciliations

End of year accounting for this client. Included liaison with tax accountants, preparation of financial statements and reconciliations.

11/2004 – Anglo Coal Middlemount
6/2005 (Grasstree Mine)
Business Planning & Budget Administration

Annual revision and update of the Business Plan for Anglo Coal. Specifically modifying the budgeting model to synchronise with corporate business plan requirements. Facilitating focus groups with key stakeholders and information owners. Negotiating changes in business plan financial input and reviewing and finalising results. Specific tasks included transition to XERAS software for budgeting purposes, developing internal reporting mechanisms for safety and incidents reporting, daily mine planning, leave and absenteeism management contractor accommodation and exposure hours. Additionally I trained onsite staff in the use of the systems in order to hand over this role.

9/2004 – ROADTEK & Main Brisbane

11/2004 Roads Corporate
Budget Tool Maintenance

Annual maintenance of the Budget Tool. Additional reports, and user requests were developed, tested and staff were trained in their use.

9/2004 – INGEUS Brisbane
9/2004

Client Reporting Tools & Monthly Reporting System

Developed a consolidation process for compiling individual client health reports into a company wide analysis and report. Users created data from client interviews that is then manipulated to generate client wide reporting. Monthly reporting system that compares actual vs budget from system generated data.

6/2004 – Main Roads Brisbane
7/2004 (RoadTek)
Reporting Tools

Further developed existing reporting tools for health and safety, environmental statistics, customer satisfaction review and financial results to incorporate output to xml generation for inclusion in the data warehouse.

6/2004 – Datacare Pty Ltd Brisbane
9/2004

End of year Accounting Reconciliations

End of year accounting for this client. Included liaison with tax accountants, preparation of financial statements and reconciliations.

4/2004 – Anglo Coal Middlemount
8/2004 (Grasstree Mine)
Business Planning

Annual revision and update of the Business Plan for Anglo Coal. Specifically modifying the budgeting model to synchronise with corporate business plan requirements. Facilitating focus groups with key stakeholders and information owners. Negotiating changes in business plan financial input and reviewing and finalising results.

3/2004 – INGEUS Brisbane
4/2004

Pricing Model

A pricing model has been developed to allow business managers to accurately costs jobs that they are quoting to clients, and ensure that overheads are recovered as well as company performance targets are met. Delivery is via an intranet solution.

**2/2004 – Minecraft Pty Ltd Brisbane
3/2004**

Scientific model case management software development

Existing scientific models needed a case management process developed. I have specified and developed a method of managing multiple case examples in the same file. Previous examples can be recalled, edited and resaved or saved as new cases.

**12/2003 – Datacare Pty Ltd Brisbane
1/2004**

Monthly reporting work and additional project work

Normal monthly reporting work was completed. Additional project work in relation to the accounting for software development projects was performed. A company hand book and procedures manual was also compiled.

**10/2003 Datacare Pty Ltd Brisbane
ongoing**

Software development projects

I have contracted the services of a Visual Basic software developer who I have placed with Datacare on contract to write specialised aged care industry specific software.

**9/2003 – ROADTEK & Main Brisbane
11/2003 Roads Corporate
Budget Tool Maintenance**

Annual maintenance of the Budget Tool. Additional reports, and user requests were developed, tested and staff were trained in their use.

**7/2003 – Datacare P/L Brisbane
8/2003**

End of year Accounting Reconciliations

End of year accounting for this client. Included liaison with

tax accountants, preparation of financial statements and reconciliations.

**6/2003 – Baird Produce Pty Brisbane
9/2003 Ltd
Invoicing System**

Development of an invoicing database that allows generation of picking slips, invoices and proof of delivery results. This model was developed in Excel and VBA macros. It allows remote data entry that is then synchronised with a central database.

**7/2003 ROADTEK (Main Brisbane
Roads)
Reporting Tools**

Development of reporting tools including Profit and Loss analysis, Environmental incident reporting and Health and Safety Reporting.

**6/2002 – Anglo Coal Middlemount
9/2003 (Grasree Mine)
Business Planning**

Consulting on Business Plan Development and Preparation. Specifically modifying the budgeting model to synchronise with corporate business plan requirements.

**5/2003 ROADTEK (Main Brisbane
Roads)
Business Improvement Register**

Development of a business improvement register. This register was developed in Excel and VBA macros. It allows entry by a user of planned business improvements and then updating the register as the improvements are implemented or cancelled.

**6/2003 – ROADTEK (Main Brisbane
7/2003 Roads)
Customer Survey Database**

Initial consulting on the development of a customer survey database.

5/2003 TSi Corp Pty Ltd Brisbane

Planning System

Development of an underground coal clearing system planning model. This model plots the planned implementation of the UGCCS within a coalmine. It generates purchase order requirements and tracks inventory of conveyor parts.

2/2003 – RoadTek Brisbane
3/2003 (Department of Main Roads)

Tender Tracking Tool

Development of an automatic tender tracking and activity reporting tool. This tool imported data from text files and allowed for additional data entry by users. Reports can be shown where the user can select different options and view the data set using these selections.

11/2002 – Anglo Coal Middlemount
5/2003 (Grasstree Mine)

Financial Modelling and Business Planning

Development of a semi automated financial model and budgeting system. This tool was developed as a series of excel spreadsheets that were synchronised using VBA macros. This enabled the various contract holders to manage their portions of the budget individually. The finance team could then consolidate the data. The model was able to generate business plans, comprehensive budget to actual reporting and net present value cashflow forecasts. Complex calculations and formulas for calculating scheduled maintenance costs, staffing levels and costs along with projected asset replacement were developed. The model was built to provide budgets for the next 5 years and to allow for data to 2020.

10/2002 – ANZ Bank Brisbane
10/2002

Sales reporting tools and management reports

Development of an automated sales reporting system. This tool is developed in excel and links with data from the ANZ main frames sales reports. It was developed to save time for sales staff in data entry of their results, and provide management with a professional looking report of actual activities against targets and budgets.

9/2002 – Aged Care Brisbane
10/2002 Standards Agency
Audit workflow planning tool and management report

Development of an automated workflow planning tool and pivot table based reporting system. This tool is developed in excel and has 3 levels of security built in, data entry, reporting and maintenance (full access).

8/2002 – Main Roads Brisbane
10/2002
Budget Tool Development

Further development of the budget tool developed for Main Roads last year. This year it will be implemented across all cost centres throughout Main Roads as the budget tool. Additional work included more detailed consolidated report views, different labour and output costing structures and additional reports.

7/2002 – Datacare P/L Brisbane
7/2002
End of year Accounting Reconciliations

End of year accounting for this client. Included liaison with tax accountants, preparation of financial statements and reconciliations.

5/2002 – VISYPak Brisbane
6/2002
Fixed Asset Physical Stocktake and Reconciliation

I was contracted to reconcile fixed assets from the SAP ledger to excel spreadsheets and revaluation data. A physical inventory of fixed assets including labelling was required. A report identifying losses, movements and variances was generated.

The assets database was then handed over to staff that were trained in its use.

3/2002 - Datacare P/L Brisbane
5/2002
Budget Development, FBT and Management Accounting

I prepared budgets for the next financial year, attended format FBT training, prepared worksheets for FBT return preparation and liaised with tax accountants, projected current year profits and assisted with tax planning and

prepared monthly management accounting reports.

**3/2002 - Redland Shire Brisbane
3/2002 Council**

Pareto Chart Development & Project Time Management

I was contracted to prepare a number of work time Pareto charts using Microsoft Excel.

I then developed a project time management system for the project team staff. This needed to be a standalone excel based spreadsheet that was capable of the following functions.

- Easily replicatable for new employees
- Record individual and cumulative weekly worked hours against project activities

The developed timesheet relied heavily on VBA macros to support the security of the system, entry into timesheets, consolidation of data, and allow creation of new timesheets for new employees.

**3/2002 - Aged Care Brisbane
3/2002 Standards Agency
P/L**

Timesheet Development

I was contracted to develop a timesheet system for the staff of the agency. This needed to be a standalone excel based spreadsheet that was capable of the following functions.

- Easily replicatable for new employees
- Handle brought forward and carried forward balances of flex time
- Account for and process all monthly worked hours and leave allowances

The developed timesheet relied heavily on VBA macros to support the replicating monthly timesheets, manage the flex time balances and allow creation of new timesheets for new employees.

**10/2001 - Main Roads Brisbane
1/2002**

Budget Tool Development

Performed 2 specific sets of work:

- The first was to build a budgeting tool comprising labour and depreciation tables along with the monthly distribution

of revenue and expenditure budgets and consolidation from cost centre up. Entry into SAP was automated along with consolidated view reporting.

- Secondly an overhead allocation tool was developed that allowed users to distribute corporate and regional overheads to individual cost centres using cost drivers derived from those cost centres budgets.
- The models were developed in Excel making extensive use of VBA macros.
- Wrote user manual and training manuals

**8/2001 - Datacare Pty Ltd Brisbane
Present
Financial Modeller**

- Completed end of year financials.
- Liaised with tax accountants in regards to tax compliance.
- Developed budgets for the new year.
- Developed more advanced reporting and analysis including writing a monthly report on the month's results.

**3/2001 - 9/2001 AAPT Cellular One Gold Coast
Financial Modeller**

- Prepared a financial model for a business case being presented to the board for a large project
- Built the model from the ground up after interviewing senior managers and obtaining from data analysts in the organisation critical calculations and other pieces of data.
- Developed the model to show a profit and loss, balance sheet and cashflow over the timeframe of the project along with net present value calculations, breakevens and other statistics relevant to the project.
- Scenario modelling was built in along with options for different pricing structures, capital expenditure options and staff numbers.
- Developed a full set of documentation that was provided outlining the assumptions, accounting definitions used and the basis and source of the calculations and data.
- PowerPoint presentations were produced and presented to senior management and board representatives.

**2/2001 - 3/2001 Conrad Treasury Brisbane
Casino
Process Improvement Consultant**

- Reviewed Revenue Audit processes.

- The review covered issues such as HR policies, career paths, working conditions, cross-departmental management issues, data warehousing issues, accounting reconciliation issues and data management issues.
- Analysis of the senior management reporting requirements and recommendations on changes to daily reporting procedures.
- Prepared a 12,000 word report on findings including 4 suggested implementation solutions scaled from blue sky to minimum impact.

12/2000 - Rolls Royce - Brisbane
1/2001 John Thompson
Package Boilers

End of Year Accounting Reconciliation Contractor

- Assisted the Financial Manager with the production of the end of year accounts.
 - This involved a large number of excel based accounting reconciliations, cost management project work and fixed asset and stock take reconciliation.
 - Also converted a number of manual reconciliation processes to macro driven spreadsheet solutions saving several man-days per month in tedious data entry and manipulation.
- This included allocation of employee and contract wages to job costs, accounting reconciliations, superannuation compilation and job cost reporting.

12/2000 - Sonitron Brisbane
1/2001

Inventory Management System Development

- Developed an Excel Spreadsheet driven inventory control process which enabled them to produce all the inventory adjustments necessary to be entered into the accounting system on a daily basis to keep their manufactured inventory levels correct.
- Developed a database for information to provide summarised details to enter into Attaché as stock movement journals.

11/2000 - Queensland Brisbane
1/2001 Health

Accrual Budgeting Technical Expert

- Conversion of cash budgets to accrual.
- Derive from the cash budget a cost centre by cost centre,

account code by account code database.

- Collect from 40 Districts accrual budget information on the basis of projected balance sheet changes and the impacts of those changes on the balance sheet and operating statement and cashflow statement. I developed a series of interrelated spreadsheets that allowed districts password protected customisation to their own district for data entry. This data was then consolidated on the local user's machine before being forwarded to head office in a journal format to be compiled with the cash budget data.
- Compile the data and upload into the SAP Budget module.
- The spreadsheets were written in EXCEL and made extensive use of VBA code.

8/2000 - Present Datacare Brisbane

Management Accountant / Consultant to MD

I perform and am responsible for the following activities for Datacare:

- Preparation of monthly management accounts and detailed analysis reports.
- Liaising with tax accountants on end of year and tax issues
- Overseeing staff data entry and office procedures.
- Development of process & procedures manual
- Provide accounting advice and support on issues such as FBT, GST, gross margin analysis, payroll issues and general business management advice.

**7/2000 - 8/2000 Main Roads - Brisbane
COMOPS**

Management Information System Development

- Rewrote the Lotus 123 Management Information System into a Microsoft Excel package. To produce a stand alone regional reporting package that consolidated on a division and statewide basis as follows. Northern, Central, Southern, and Southeast RTCS regions. These rollup to a statewide RTCS picture.
- Provided state wide Commercial Operations Reporting.

**2/2000 - 7/2000 Gold Coast City Gold Coast
Council - GST
Implementation
Project**

Business Analyst - Tax Technical, System & Process

Held three roles in the GST Project at the Gold Coast City

Council

- Initially I was the systems analyst overseeing the preliminary go live implementation of the accounts payable system MIMS. I oversaw the preparation of test scripts and initial testing, developed the project plan and facilitated user groups to co-ordinate the go live implementation process.
- Conducted a work review on the City Governance Directorate looking at the impact of GST on its revenue streams and payables.
- I then moved to the tax technical team to assist in the writing of policy, issue papers, and technical impacts on systems due to the ongoing legislation changes. Issues covered included tourist parks GST treatment, legal settlements and court orders, PAYG systems and process issues, redesigning the fees and charges book and applying the correct GST treatment to fees and charges.

**1/2000 - 2/2000 Queensland Brisbane
Treasury -
Tridata Team
Tridata System and Process Trainer**

TRIDATA is the Whole Of Government Financial Information Reporting (WOGFIR) system. It comprises an Oracle database and an Essbase database.

The months of January and February 2000 were spent working on the TRIDATA Training team. I and one other trainer prepared and ran training courses on the TRIDATA system. We used a combination of PowerPoint slideshows, handouts, and hands on systems training. I also prepared and ran Excel spreadsheet courses assisting agencies in modifying their accounting data into the format required by TRIDATA.

**11/1999 - Queensland Brisbane
12/1999 Treasury -
Tridata Team
Help Desk Technical & Accounting Support**

TRIDATA is the Whole Of Government Financial Information Reporting (WOGFIR) system. It comprises an Oracle database and an Essbase database.

I spent 4 months in Queensland Treasury working for the TRIDATA Project Team on two separate tasks.

November and December 1999 were spent working on the TRIDATA help desk. I was responsible for loading agency

data into the TRIDATA system and assisting the agencies for I was responsible in getting their data correct.

The help desk was run with a team of three who all covered for each other. It was a very demanding role where we were under constant pressure. We were constantly handling technical systems issues, accounting issues and referring policy issues to the correct Treasury officers.

5/1999 - 7/2000 Morgans Brisbane
Stockbrokers

Portfolio Reporting Contractor

- Developed an integrated client portfolio reporting system.
- This interacted with their existing client software and stock exchange data feeds, resulting in a spreadsheet based macro driven portfolio report that could summarise portfolios for individual and grouped clients and provide graphical representations of sector, geographic, and equity type weightings.
- Created specifications for GBST Shares software extracts.

11/1998 - ACI Brisbane
1/1999

Scheduling Tool Contractor

ACI contracted me to create a spreadsheet tool that allowed accurate forecasting of bulk sand storage at the wharf. Barges delivered small amounts of sand on a regular basis and it was then off shipped internationally. As there was a limit to the amount of sand able to be held a timetable had to be drawn up allocating loads to the future arrivals of bulk carriers for export and determining how many barge trips were required to ensure that enough sand was available for each ship. Flexibility had to be built in to allow ship and barge timetables to be altered for bad weather and other delays. The tool was developed in Lotus Smart Suite scripting.

10/1998 - Queensland Brisbane
11/1999 Health - Accrual

**Output
Budgeting
Project**

Technical Accrual Accounting Budget Preparation

Accrual Output Budget team working on Managing for Outcomes.

- This included assisting in the policy development in relation to the future budgeting and reporting activities of the Department. Technically it involved:
 - Conversion of the 1998/99 Ministerial Portfolio Statements into an accrual budget
 - Creation of accrual budgets for 4 out years (operating statement, statement of financial position and statement of cash flows)
 - Policy direction and creation
 - System configuration (SAP, TRIDATA, DSS)
 - Liaising with Treasury officials during the submission process
 - Preparation of ministerial brief background documentation
 - Preparation of CBRC and Estimates Committee briefing information

**2/1998 - 9/1998 Suncorp~Metway Brisbane
y – Transition
Project**

Business Analyst – Internal reconciliations

As part of the Transformation brought about by the merger, a Financial Integration Project was developed. This project brought in PeopleSoft as the new company wide Accounts Payable, General Ledger and Financial Reporting system. As part of the project a series of spin off sub-projects were brought about. Each of these looked at a specific functional area of the organisation and was designed to reduce the number of FTE positions in the area. I was brought in to work on the Non ACR-reconciliations project.

- These were a series of 60 odd reconciliations performed primarily by accounting staff in three areas; Banking, Investments and Insurance. Essentially they reconciled source data from back office systems with the General Ledger. My tasks were:
 - 1) To scope each of the manual reconciliations
 - 2) To produce an automated reconciliation in place of the existing reconciliation
 - 3) Document for the user the new process
 - 4) Implement and train users in the operation of the new reconciliation
 - 5) Train IT support staff in the maintenance and support of the reconciliations as part of the handover to the business.
- I developed excel spreadsheets using VBA Macros that manipulated the data from database extracts and sorted it into the order required by the reconciliation layout. I then used a PeopleSoft tool, nVision, to extract general ledger

data from the new general ledger and bring it into the reconciliation file. Finally I wrote documentation for all these processes.

- I made use of Microsoft Office Intranet capabilities using hyperlinks to put together all the reconciliations in an easily accessible way.

11/1997 - Unisys – TAFE Brisbane
2/1998 IMC Project
Business Analyst – Asset Database Reconciliation

I was contracted by Dunhill to provide access database skills to an IT asset audit project. I have been producing reports from the access database developed as an interim measure until a full-scale AMS (Asset Management System) is brought online. I have been verifying the data with the 18 Institutes site managers and making changes where necessary. A full audit trail of changes was necessary as I am also involved in reconciling the access database with the AMS.

10/1997 - QUT – Oracle Brisbane
2/1999 Financial Budget
Project
VBA Macro Project Contractor

I was contracted by Bowden Computer Placements to provide excel macro work in a budgeting process that they were managing in QUT. I developed a 10Mb excel spreadsheet that interfaced with an oracle interface package enabling them to download raw data from a payroll system, manipulate it, download budget data from the oracle financial system, add the payroll data to it and then upload back to the oracle financial system.

Ongoing work with this client will be as part of a management support team looking after the package for all the different users across the organisation.

In 1999 we completed an upgrade of the previous year's product to the new version of Oracle, the integrator and Office 97. This involved extensive changes to VBA Macro code, and the client also requested further enhancements to the system.

QUT also requested a second module to be developed comprising a budget forecaster using downloaded data from oracle once more.

**5/1997 -
11/1997**

**Queensland Brisbane
Health – Accrual
Accounting
Implementation
Team**

Technical Accrual Accounting Financial Reporting

I was contracted to QLD Health in the Accrual Accounting Implementation Project team as the technical expert to prepare the collection containers for statewide data collection necessary to produce the end of year financial statements. I developed a series of excel spreadsheets with an audit trail process that enabled us to collect the data from 38 districts and head office. I then consolidated these schedules and produced a trial balance that was then used to create the accounts. The entire process was handled with excel. The final result was the source data used by the desktop publishers who created the annual financial statements.

**2/1997 - 7/1999 Main Roads QLD Brisbane
- Plant Hire
Services (PHS)**

Management Information System Creation & Implement

I have been contracted to PHS through Bowden Computer Placements for a number of short-term projects creating a multi module Management Information System.

The MIS is multi branch with a statewide consolidation, & includes branch & regional reporting consolidation systems as well. The MIS is built in Lotus 1-2-3 as the COE of Main Roads.

A basic outline is as follows:

Business Planning: This regional system allows for an overview of the business planning process for each region & the state of Queensland including an annual timetable of planning processes & a basic business plan outline. Financial projections include profit & loss, capital & current expenditure cashflows & incorporate reporting forms. A detailed series of "What If...?" scenarios are also produced enabling regions to estimate projected changes to key activities & numbers & determine the impact on contribution, profitability, etc.

Standard Reports: Selected financial, product, customer and staff information is collected each month for this year, last year & budget. The 4 regions are consolidated into a statewide report on a monthly basis for delivery to senior management groups within Main Roads. It has also incorporated a branch summary analysis consisting of a 2 page 6 graph report for each branch for each region & consolidation of these to regional level.

Business Systems Manual: A comprehensive business systems manual was developed within the department incorporating quality, health & safety & environment requirements. The manual also includes written procedures for all aspects of PHS business. The module has been written to make it easily available to staff, & ensure updates & changes are made by using an electronic mailing system. The module allows users to view & print the manual & any procedures they choose. Procedures include forms & charts where necessary.

I have installed the completed products in the four regions (Northern - Townsville; Central - Rockhampton; Southern - Toowoomba; & South East - Brisbane) & the head office in Brisbane. I have liaised with the regional accountants along with the project managers.

Also completed has been a regular annual upgrade of reporting systems & the MIS in general.

**10/1996 - Main Roads QLD -Brisbane
7/1999 Road Transport
 Construction
 Service (RTCS)**

Management Information System Creation & Implement

I have been contracted to RTCS through both Dunhill & Bowden Computer Placements for a number of short-term projects creating a multi module Management Information System.

The MIS is multi branch with a statewide consolidation, & includes branch & regional reporting consolidation systems as well. The MIS is built in Lotus 1-2-3 as the COE of Main Roads.

A basic outline is as follows:

Business Planning: This regional system allows for an overview of the business planning process for each region & the state of Queensland including an annual timetable of planning processes & a basic business plan outline. Financial projections include profit & loss, capital & current expenditure cashflows & incorporate reporting forms. A detailed series of "What If...?" scenarios are also produced enabling regions to estimate projected changes to key activities & numbers & determine the impact on contribution, profitability, etc.

Standard Reports: Selected financial, product, customer and staff information is collected each month for this year, last year & budget. Three major products are reported separately along with the overall picture. Reports include 13 summary graphs & 4 tables, 13 indicator graphs & 1 table. For each product there are 4 graphs & 1 table. The 4 regions are consolidated into a statewide report on a monthly basis for delivery to senior management groups within Main Roads. Three regions are also consolidated separately. Each region is also able to produce the same information for each of its branches & consolidate to the regional level.

Marketing: The marketing module enables a customer & competitor analysis using an Approach database & is linked into the rest of the modules by macros.

I have been involved in staff workshops in relation to the MIS & have installed the completed products in the four regions (Northern - Townsville; Central - Rockhampton; Southern - Toowoomba; & South East - Brisbane) & the head office in Brisbane. I have liaised with the regional accountants & executive directors along with the project managers.

Also completed has been a regular annual upgrade of reporting systems & the MIS in general.

Further work undertaken at RTCS includes a system for measuring the performance of the competitive & non-competitive markets. This is important for the National Competition Policy scheme.

7/1996 - 4/1997 Forbio Pty Ltd Brisbane

Costing and Joint Venture Budgeting Contractor

My role at Forbio was to create a dual costing mechanism

comparing robotic tissue cultivating machines with human labour operated plants. A macro driven spread-sheeting tool was created that allowed user input of the costing variables involved and generated the results required.

Multiple entry pages were created allowing the user to input staffing and plant costs, direct tissue culture costs and variables and then process the projected overall profit and loss situations in each scenario. Two models were developed, one to focus on the robotic plant and compare to manual labour plants, and the second in the reverse – compare a manual labour plant with the equivalent robotic installation.

Forecasting tools were then developed to assist Forbio management staff in assessing in multi national joint venture project planning and profit and cashflow forecasting. These included long run (30 year) net present value cashflow projections.

**6/1996 -
11/1996**

**eagle
Management
Systems**

**East Coast
Australia**

Project Executive

I had two main roles with eagle Management Systems. We visited clients either as a change management agent doing a business process review, or from a management accounting and corporate reporting restructure perspective.

My role as a Project Executive meant that I worked directly with the clients, usually on my own, though sometimes with a Project Director on site. As the working agreements with clients meant that work completed must be approved and signed for each day with the client (\$1200 per day charge out rate), it was imperative that value for money could be seen every day in the work completed. This required both good project planning on my part, and well controlled "to do" lists for each day. I was never asked to leave a project before completing the scheduled number of days.

My tasks were primarily in firstly analysing the required project specifications, compiling these into a project outline and gaining the business owner's acceptance of that. This was then split up into the number of days required.

Work completed involved; writing staff handbooks incorporating policies and procedures, constructing company performance standards, setting up or altering accounting systems, training staff in new methods and procedures, working with staff on proceduralising existing activities in order to gain their ownership of the procedures, providing

cashflow analysis and constructing management reporting requirements including, weekly operating reports, weekly management meetings and timely monthly reporting of actuals against budgets.

**2/1996 - BusinessTRAC East Coast
11/1996 Australia
Business Analyst**

My role with BusinessTRAC was to conduct critical business evaluations for their clients and show the owners where they were losing money in terms of Gross Margin performance. I then needed to persuade them that the only way out of their predicament was to accept that they needed professional advice and help, and then sell them a monthly reporting package incorporating performance standards and valuable professional advice. Once accepted, I would setup this package for the client. This could include purchase and installation of accounting software, monthly processing of accounts and creating management reports. The business owners were then guided through the results obtained and shown how the decisions they were making on a day to day basis could be altered to affect the results. Spreadsheet tools were then developed to track critical information and trend this for the client.

**8/1993 - 2/1996 ACE Australia LtdBrisbane
Financial Manager**

I was responsible for all the accounting of the company from monthly management reporting to preparation of the annual financial statements and company reporting requirements.

I was responsible for overseeing all computer data entry from an accounting perspective, credit controller and accounts payable manager.

I was responsible for managing offshore bank accounts, hedging foreign currency transactions, the financial and customs side of the importation of materials and the overall cash management of the company.

I was responsible for budgeting and forecasting, sales analysis and reporting, product costing and commercial management, e.g. lease agreements, council requirements, legal issues etc.

My Initiatives

I worked closely with the C.E.O. on restructuring the

company. I was involved in staff retrenchment. I restructured the chart of accounts to meet the new departmental structure of the company, and produced detailed departmental and consolidated budgets and cash flows. I provided a monthly management accounts report totalling between 28 to 32 pages of reports, graphs and other data.

I rewrote a large number of company procedures, for inclusion in a procedures' manual, although I was not responsible for the manual. The biggest policy I prepared and the only one required to be ratified by the board, was the purchasing policy. This included position's purchasing abilities and \$ limits of authority, cheque signing responsibility and capital expenditure and overseas expenditure authorisation requirements.

I restructured the company's accounts and budgeting requirements to meet the new changes in the company structure. I prepared the budgets and delivered them on time for board approval.

I set up from scratch a computerised ledger for management accounting. I also completely altered one ledger in order to meet changing reporting requirements. I also presented two consolidated budgets for the company, after demonstrating to the Board of Directors that we should be budgeting.

I set up a computerised accounts payable system, trained staff to operate it, and set up company procedures for other staff to comply with audit requirements of voucher verification and authorisation.

I established foreign currency hedging to minimise forex losses, (forex gain in 1994 aprox. \$40,000.)

**8/1993 - 8/1993 Kerry Francis & Nelson New
Associates Zealand
Accounts Clerk**

I was employed to prepare small business accounts from source documents to final balance sheet stage. I was working in a temping capacity and worked for 8 days. In that time I completed 4 clients' jobs.

12/1990 - 5/1992 AR Harris Co Ltd Christchurch New

Zealand

Accountant

A R Harris is an electrical equipment and supply importing company in New Zealand. Clients include tendered jobs for construction, wholesale customers, and some retail trade. Products included saunas and nebulisers manufactured on the premises, electrical testing equipment, electrical motors, flameproof and hazardous environment equipment, cabling products, and various other electrical products.

I was employed as the accountant. I was responsible for debtors, creditors, inventory, general ledger, importing and shipping documentation for customs clearances, sales analysis, and management reports.

I was responsible for two data entry staff, and for the computer network, and I reported to the Financial Manager.

My Initiatives:

I started training other staff in computer operation. This started as a casual arrangement but ended up where I actually ran a "seminar" with course notes and an evaluation sheet of how well I had run the seminar.

I also redesigned the creditors' system to allow for both New Zealand creditors and overseas creditors with foreign currencies.

I followed the exchange rates closely and managed our foreign risk through the use of forward exchange contracts to enable the company to save a considerable amount of money.

**6/1989 - 10/1990 Gem Shellfish
Ltd**

**Christchurch New
Zealand**

Accountant

Gem shellfish was set up 6 months before I started. It contracted the services of two fishing boats to dredge scallops from 2000 feet down on the edge of the continental shelf. These scallops were then bagged and transported in the company truck 500 km to our factory where they were snap frozen. From there they were processed into a number of end products and sold both retail and wholesale.

I was initially employed to do the wages, receivables and payables.

My later duties included stock management and reporting, batch costing, accounting to balance sheet, and export documentation.

My Initiatives:

I soon discovered that as the firm had only been running for six months there was no accounting or filing systems, so I set about creating them. I established a filing system and audit trail for receipts and cheques, and an accounts payable system. Within three months I had purchased a computer system (hardware and software (CBA for accounting purposes)), and reorganised the filing system to allow for it.

I had many challenges while at Gem Shellfish. Probably the biggest was establishing and controlling inventory records. The hardest part was obtaining accurate records of work done in the factory. I spent many hours working on the line determining the best ways of recording information with the least bother to the staff, and deciding what information was actually needed.

**11/1988 - 1/1988 Newmans Export Nelson New
Ltd Zealand
Assistant Accountant**

Newmans Export is the exporting arm for the Newmans Group. The main products are frozen and dried berry concentrates and juices and sphagnum moss. I was employed as an assistant to the accountant. My main task was stock control. Using CBA Inventory module I recorded all inward and outward stock movements of berry fruit for all the growers and the different cool stores. I also was given the task of data entry and accounts payable.

My Initiatives:

I attempted to customise a new software package that had been purchased to print all export documentation, but was not working correctly. Due to the small amount of time I was there (three months) I was not able to see this through. My last task was to write a letter to the software developers detailing the problems found with the software and giving recommendations for corrections.

5/1987 - 11/1988	Richards Woodhouse Chartered Accountants	Nelson New Zealand
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Accounting Clerk

I was employed as an accounting clerk. Initially I was only given small to medium sized business' yearly accounts and tax returns to do.

My later duties included a large number of cashflow and budget spreadsheets for clients' loan applications, and business management. I was involved in feasibility studies for an abattoir, a nightclub, a golf course, and extensions to a paper packaging plant.

My Initiatives:

After demonstrating my computer skills I was given the task of preparing projected cashflows and budgets for clients, particularly for financing requirements. This developed into management reporting for some clients, comparing actual and budgeted figures.

I also showed interest in data entry and became a secondary operator to the main operator. From this I was given the task of entering all the clients' tax data on the new tax package when it was purchased.

EDUCATION

2002	The Open Polytechnic of New Zealand	New Zealand- Wellington- Wellington
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Bachelor's Degree

Bachelor of Business degree half completed

1994	New Zealand Institute Of Management	New Zealand- Wellington- Wellington
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Certification

Certificate Of Management

7/1993	Nelson Polytechnic Institute	New Zealand- Nelson-Nelson
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streets.

- I belong to a medieval society.
- I breed Cichlids (tropical fish)
- I mix sound for some local bands and have written songs for a Brisbane rock band.
- I play the violin, trombone, sing and enjoy music generally.
- I enjoy spending time with my wife and daughters.
- I am currently co-authoring a fantasy trilogy, and am writing a novel of my own. I have written and published some poetry.
- Sports I participate in include:
Mountain biking, rock climbing, triathlons, squash, soccer, volleyball, basketball, indoor soccer, indoor cricket, indoor netball and Aussie Rules for the Strathpine Swans in the Brisbane AFL.
- I have coached junior soccer for three years.