

Kim Nathison

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Career Objective

Having achieved a high level of competency as an accomplished accounting professional, I am actively pursuing a challenging opportunity as an Assistant Management Accountant where I can utilise my qualifications and experience acquired across various industries. Leading by example and achieving exceptional results aligned with strategic direction, I have demonstrated a high level of proficiency in all aspects of accounting procedures, accounts payable and receivable, complex financial reporting and analysis, payroll functions and end-of-month procedures. A highly self-motivated individual, with exceptional teamwork skills and the ability to establish effective working relationships with people from a diverse range of backgrounds. Confident I would make a positive addition to your organisation, I embrace the opportunity to support the Coordinator Management Accounting to provide support to the business in the achievement of financial objectives, reporting and business analysis.

Qualifications

2014 - 2016

CPA Program
CPA Australia

Achievements:

- Completed all academic modules in the CPA Program and Practical Experience with a CPA Mentor

2011 - 2013

Bachelor of Commerce - Accounting & Finance
University of Melbourne

Achievements:

- Awarded the Dean's Honours List and completed Career Mentoring Program as a mentee with a CA Mentor

2009 - 2010

Monash University Foundation Year
Taylors College

Achievements:

- Awarded as 'Top Student of the Year' and Taylors College 'Certificate of Achievement'
- Awarded 'Monash University International Scholarship for Excellence'

Professional Development

2016

MYOB Specialist - Payroll Management, MYOB Training

2015

Microsoft Office Specialist (MOS) Expert - Microsoft Excel, Microsoft Corporation

2014

Translating Test Preparation Workshop, NAATI

2012

MYOB Courses (Introduction, Advanced & Payroll), Monash University

Key Skills & Competencies

- Proven ability to understand, interpret and apply accounting and financial legislation, policies and procedures.
- Supports financial decision-making information by collecting, analysing, investigating and reporting financial data.
- Liaise with the business units to clarify items included in budgets and ensure corrections are completed accurately.
- Ability to plan and conduct research, analysis and prepare for financial audits including associated reporting.
- Conduct initial investigations into previous budgets, actuals and variances to identify trends with service units.
- Capacity to monitor financial statements regarding the company's compliance with legal requirements.
- Ability to review expenditure accounts to ensure compliance with capitalisation thresholds.
- Review profit and loss budgets to ensure all transactions are accounted for within the set period.
- Capacity to prepare monthly reconciliations of General Ledger accounts in an accurate manner.
- Proficient in accounts payable and receivable including processing of invoices and staff payroll.
- Proficient reconciliation skills with experience in General Ledger Reconciliations and Bank Reconciliations.

Employment History

Jun 2015 - Current

ETHAN PROPERTY GROUP | www.ethanproperty.com.au

Port Melbourne, Victoria

Assistant Accountant

Organisational Profile:

Ethan Property Group (EPG) develops and acts as a rental agent for properties in the residential, commercial, industrial and medical sector. EPG projects range from high-density CBD locations, medium density suburban infill sites and green acre subdivisions.

Key Duties:

- Achieve accurate and timely accounting information, sound financial controls and financial process improvements.
- Work on assigned projects involving high technical skills such as internal audit of financial figures, cash flow forecasting, management report preparation and the development of KPIs.
- Provide support to the purchasing function on an adhoc basis in terms of query resolution.
- Assist in completing all end-of-month adjustment journals for Ethan Property Group and its subsidiaries to prepare monthly interim financial reports for decision making.
- Maintenance of accurate accounting records using MYOB.
- Management of company car fleet and insurance policies.
- Conduct weekly employee expense reimbursement reconciliation.
- Work closely with Trust Accountants to process rental income.
- Perform monthly bank and accounts reconciliation.
- Process staff payroll and calculate leave entitlements.

Sep 2016 - Current

MB BUILDING GROUP | www.mbbuildgroup.tumblr.com

Reservoir, Victoria

Casual Bookkeeper

Organisational Profile:

MB Building Group is a leading Melbourne based carpentry company, specialising in all aspects of carpentry. Determined to meet client's unique needs, the company ensures all clients receive with a building process that focuses on them, resulting in a high quality and individual homes.

Key Duties:

- Data entry using MYOB responsible for business bookkeeping and accounting procedures.
- Work closely with and liaise with External Accountant and Tax Advisors.
- Administer staff payroll and maintain financial and payroll records including superannuation and long service leave
- Perform various Accounts Receivable functions, maintaining appropriate records of all monies received.
- Manage all Accounts Payable functions, attending to the prompt payment of all accounts payable within terms.
- Responsible for undertaking accounts reconciliations and preparation of BAS on a quarterly basis.
- General administration: filing, preparation and editing of Word and Excel documents including client correspondence.

Jul 2014 - Jun 2015

ESSENTIAL TAX LINK (MELLINK) | www.essentialtax.com.au

Hawthorn, Victoria

Assistant Accountant

Organisational Profile:

Essential Tax and Accounting is a chartered accounting and business advisory firm based in Melbourne's eastern suburbs that offers a full range of professional services encompassing all areas of taxation and business services. Essential Tax and Accounting offer all traditional accounting and taxation services including tax compliance and reporting for individuals, trusts, companies, and superannuation funds and cater for all industries.

Key Duties:

- Assist the senior finance and accounting team to achieve accurate and timely accounting information, sound financial controls and financial process improvements, perform general accounting and bookkeeping.
- Perform data entry and bank reconciliation in an accurate manner.
- Assist in preparing and lodging tax returns for companies, trusts and individuals.
- Monthly collation and input of timesheets into payroll system in a timely and accurate manner.
- Prepare business activity statement (BAS) and interim financial statements for tax purposes.
- Provide assistance with client advisory under the guidance of the Senior Accountant.

Employment History

Feb 2014 - Jul 2014

TDN ACCOUNTANTS & ADVISORS | www.tdnaccountants.com.au
Footscray, Victoria

Assistant Accountant

Organisational Profile:

TDN Accountants & Advisors is a tax and finance firm based in Melbourne that was founded in 2006. TDN focuses on a predominantly Vietnamese customer base. TDN offers a range of services to clients such as tax lodging, bookkeeping, offer expenditure reduction and profit increase tactics and proved auditing services for individuals.

Key Duties:

- Manage sound financial controls and financial process improvements, general accounting and bookkeeping.
- Perform data entry and bank reconciliation, process and record invoices into MYOB and Catsoft software.
- Prepare business activity statement (BAS) and interim financial statements for tax purposes.
- Assist in preparing income tax returns for individuals and business clients.

Jun 2013 - Jan 2014

BAXTER INSTITUTE | www.baxter.vic.edu.au
Melbourne, Victoria

Academic Compliance Officer

Organisational Profile:

Baxter Institute is a Registered Training Organisation based in the Inner Melbourne suburbs that focuses on bringing dynamic vocational training to domestic and international students. Each campus has a variety of facilities such as a hairdressing and beauty salon, automotive workshops and bakery café.

Key Duties:

- Develop and improve a broad range of learning resources and assessments for Certificate III, Certificate IV, Diploma and Advanced Diploma of Accounting subjects.
- Assist Compliance Manager to develop and review the school's policies and procedures to ensure that they comply with the government standards.
- Perform office duties including bookkeeping, word processing and filing.
- Conduct Human Resources activities including contract preparation, staff induction and record documentation.
- Work closely with trainers to ensure the compliance of learning materials and assessments.

Tutoring & Voluntary Work

2012 - Current

Private Tutor

Tutored students in VCE Accounting, VCE Mathematics and Year 7-10 Mathematics.

2012 - 2014

Volunteer Tutor - Various Local Homework Clubs

Tutored students at the Study Support Program at The Huddle (North Melbourne Football Club), West Sunshine Homework Club at West Sunshine Community Centre and Homework Club at Western Region Health Centre.

2012 - 2013

Volunteer Member at Non-Profit Charities and Community Organisations

Contributed as an active member of The Smith Family, Big Brothers Big Sisters of Australia and Habitat for Humanity Australia.

Computer & Technical Skills

- Highly competent in accounting software including MYOB, QuickBooks and Catsoft.
- Fully certified Microsoft Office Specialist and MS Excel Expert awarded by Microsoft.
- Advanced user of other Microsoft Word, MS PowerPoint and MS Outlook.
- Email and internet proficient with the ability to learn new skills quickly.

Memberships & Associations

- Certified Practising Accountant - CPA Australia
- Chartered Management Accountant - Chartered Institute of Management Accountants (CIMA)


Personal Details

Languages: Fluent English, Native Vietnamese
Health: Excellent, physically fit, non-smoker
Licences: Current Driver's Licence (No: 024588601)
Interests & Hobbies: Singing, Excel learning, song recording, swimming and cooking

Professional Referees

Mr. Edward Tai CPA

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Mr. Richard Brown CPA CFP

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