



Staff Profile: Daley Smith

Position: Senior Bookkeeper

Qualifications:

- Bachelor of Business (Accounting) – Monash University, Finishing June 2008
- Certificate II in Hospitality (Operations) - Box Hill Institute
- Victorian Certificate of Education

Experience:

Daley has obtained practical experience to complement his theoretical knowledge that he is continuing to accumulate through the Bachelor of Business he is currently completing. The CPA program is his horizon for 2008.

For 12 months Daley run the bookkeeping and accounts functions of a highly successful and much rewarded restaurant in Ripponlea (using QuickBooks Pro). Tasks include reviewing sales, compiling monthly and quarterly profit and loss reporting packs, personally managing and building relationships with approximately 50 suppliers from Victoria and interstate. Along with these tasks are general invoicing, payroll, administration duties, and bank reconciliation. He has followed first hand experience working front of house at this reputable restaurant into the office which he is still currently employed.

In August 2007, Daley moved into a 3 month fixed term contract role with Accounts Central (a Bookkeeping firm) to help cover for the owner who was travelling overseas. In this role he completed AR, AP, Payroll and general auditing tasks all using MYOB.

Daley has extensive hospitality industry experience, spending most of his working life gaining experience in fine dining, hotels and café's. From these experiences he brings an extremely friendly and professional manner in work and life.

Personal Details:

Daley is located in Noble Park. He is seeking up to 30 hours work per week. Daley's is available from early November when his current contract finishes.