



Staff Profile: **Frank**

Position:

Bookkeeper

Qualifications:

- Bachelor of Accounting, RMIT University
- Diploma of Business, RMIT TAFE
- MYOB Advance, Excel Advance, Quinlan Consulting Team
- CPA Australia (studying, expected completion 2013)



Experience:

Frank is Accounting qualified with strong knowledge and experience of MYOB accounting software relating to AP, AR, reporting, payroll and reconciliations. Frank processed payroll for a company including RDO, leave, allowances, overtime, superannuation, etc. He performed bank reconciliation for a real estate business across multiple bank accounts. He completed accounts for QCT while our Bookkeeper was on leave and did the Month End close for our company. He currently works at ACCA Fridays performing all accounts' tasks.

Frank has strong skills of Microsoft Office including Word, Excel and Access. He has performed data entry work using Access data base for a confection retailer company.

Personal Details:

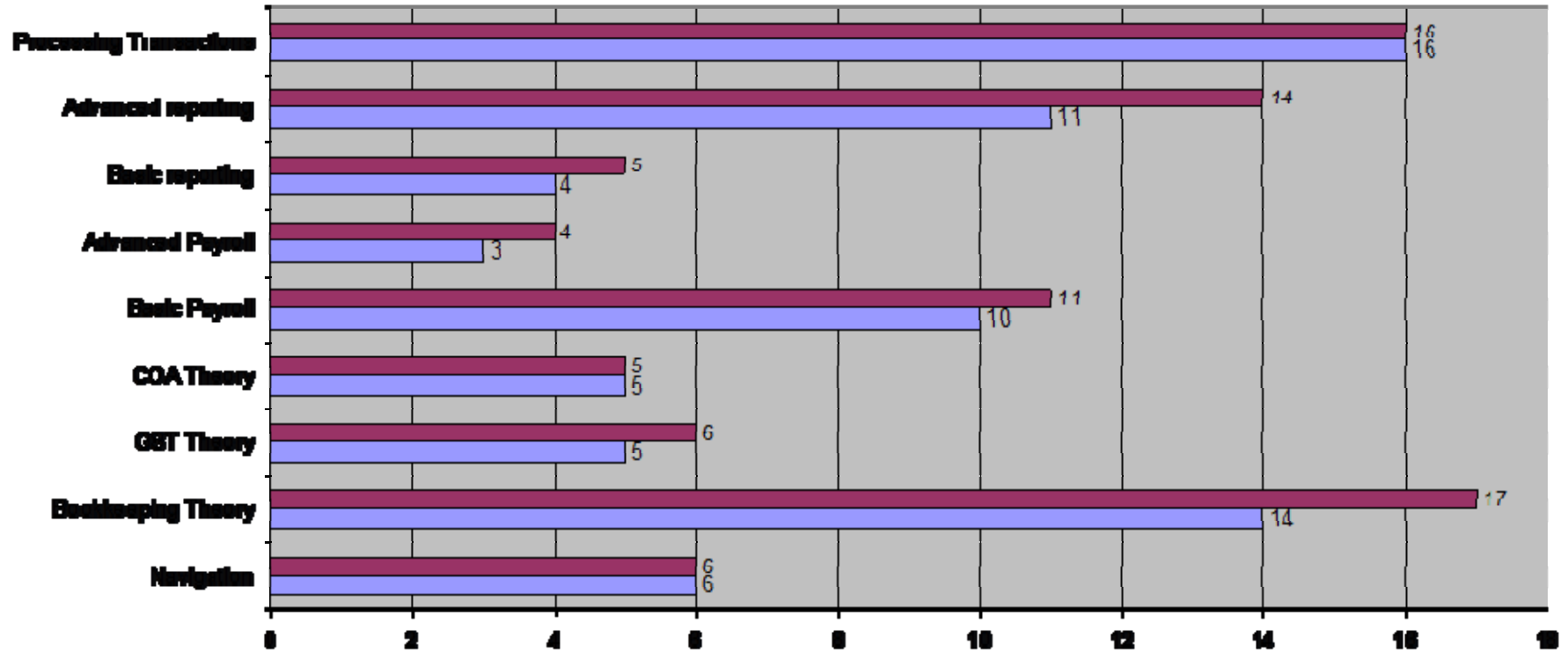
Frank lives in Glen Huntly and has his own transport. He is available up to 4 days per week.

Exam results:

Quinlan Consulting test all new staff to ensure the consultants have the required experience and theory to undertake the role. Frank's 88% result (shown on the next pages) illustrates her outstanding ability to successfully complete the job criterion you have nominated.

Note: The exam is intended to be challenging. The 60% pass mark is designed to select candidates that have a solid working knowledge of MYOB and accounting theory.

MYOB Exam results



	Navigation	Bookkeeping Theory	GST Theory	COA Theory	Basic Payroll	Advanced Payroll	Basic reporting	Advanced reporting	Processing Transactions
Possible	6	17	6	5	11	4	5	14	16
Score	6	14	5	5	10	3	4	11	16

■ Score ■ Possible