



Staff Profile: **Helena**

Position:

Senior Bookkeeper



Qualifications:

- Diploma in Accounting - NMIT
- Bachelor of Science (Honors) in Applied Accounting - Oxford Brookes University
- Advanced Diploma in Business Administration - University of Oxford Delegacy of Local Examinations

Experience:

Helena has seven (7) years experience in the accounting field. She has a strong working knowledge of MYOB.

Helena is currently employed by Harvest Wool two days per week (was three days until a few months ago) in the role of 'Bookkeeper' using MYOB Premier where she perform tasks including AR, AP, fortnightly staff payroll, monthly BAS including quarterly PAYG withholding, income tax installment, FBT installment, reconciliation, quarterly superannuation, and PAYG payment summaries, preparation of Financial Reports and foreign currency exchange issues.

She is also working for Eurena Lighting & Carved Furniture once per fortnight on a weekend where she completes Bookkeeping tasks in MYOB Accounting Plus.

Over the past 2-3 months Helena completed a contract for a Quinlan Consulting client where she successfully fixed that clients accounts and now moved from working 3 days back to one given the improvements in processes she implemented.

Past roles include: Informatics Holdings Ltd. as accountant and administrator for 5 years.

Personal Details:

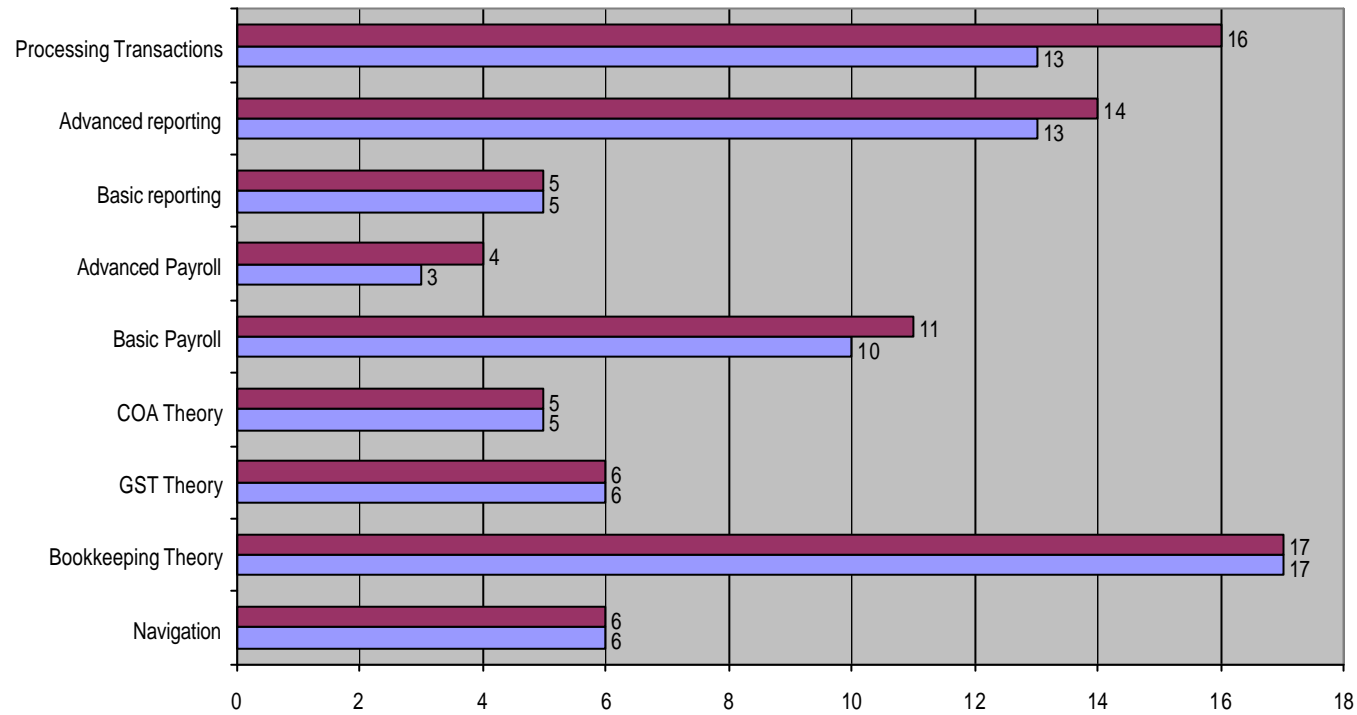
Helena lives in Preston. She is seeking a long term full time role but would also accept 2-3 days per week to compliment the current 3 day per week role.

Exam results:

Quinlan Consulting test all new staff to ensure the consultants have the required experience and theory to undertake the role. Helena's 93% 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 50% 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	17	6	5	10	3	5	13	13

■ Score ■ Possible