

## **Samantha Walker**

**10 Placid Court**

**Narangba Q 4504**

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### **Introduction**

I am a committed, motivated individual, looking forward to being part of a great working team and company brand. I am eager to learn and committed to professional development.

### **Employment History**

#### Executive Accountant

Period: April 2014-September 2016

Company: Beaumont Care Pty Ltd

Industry: Full responsibility for financial operations for a privately-owned group of aged care facilities on the Redcliffe Peninsula.

Employment Type: Full Time

#### Responsibilities:

- Oversee finance team and site administration staff, including hiring, mentoring and performance management.
- Monthly reporting for multiple services to facility managers and directors.
- Member of group advisory board.
- Quarterly and annual reporting to financier and government departments.
- Monitor legislation to ensure compliance and implement strategies to guide the organisation through funding cuts.
- Management reporting for group.
- Financial system maintenance and responsible for data integrity. (Xero and Tri Micro)
- BAS, PAYG, FBT and IAS.
- Budget preparation, including 3 way rolling 5 year forecasts for external financier.
- Complete financial aspect of major projects including refinance, new facility project planning and significant refurbishment of facilities.
- Work with auditors during interim and year end audit
- Prepare general purpose financial reporting

- Maintain accommodation deposit register ensuring organisational compliance.
- Overview all Medicare funding received to ensure accuracy.
- General accounting functions, accounts payable, receivable, fixed assets and intra company accounts.
- Guide organisations Information technology projects and assist with the implementation of new software as required.
- Oversee payroll and assist with human resources including negotiation of employee bargaining agreements.
- Participate in provider engagement team with Department of Human Services.

### Financial Accountant/Office Manager

Period: March 2009-April 2014

Company: Sundale Garden Village

Industry: Finance Management for a large not for profit organisation covering retirement living, residential care, community packages, HACC service, therapy services, child care and Eden private rehabilitation hospital.

Employment Type: Full Time

#### Responsibilities:

- Oversee finance team-including purchasing and customer service.
- Financial reporting for both Sundale Garden Village and Eden Healthcare Centre Inc.
- Monthly reporting for multiple cost centres.
- Management reporting for both entities including cash flow, debtors, capital and projects.
- Financial system maintenance and responsible for data integrity and user testing during system upgrades. (Microsoft Dynamics)
- Responsible for the hiring and performance management of finance team.
- Mentoring of finance team members.
- Team meetings.
- Continual involvement in the improvement of finance and administration processes.
- BAS, PAYG and IAS.
- Working with management to assist in monitoring monthly results against budget and preparation of the annual budget
- Work with auditors during interim and year end audit.
- Maintain accommodation bond and licence contribution register ensuring compliance.
- Overview all Medicare funding received to ensure accuracy.

- General accounting functions, accounts payable and receivable.

### Assistant Accountant

Period: August 2008 to March 2009

Company: Kleenmaid

Industry: Accounting

Employment Type: Full Time

Responsibilities:

- Maintenance of general ledger (multiple entities)
- Bank Reconciliation's (Multiple bank accounts)
- Producing income statement's and balance sheets
- General accounting functions, accounts payable and receivable, maintenance of fixed assets and leases.

### Business Manager

Period: September 2005 to August 2008

Company: Reflections Respite Services  
(HACC funded dementia specific care)

Industry: Accounting

Employment Type: Full Time

Responsibilities:

- Financial reporting,
- Payroll, accounts receivable and payable,
- BAS,
- Preparation of accounts for auditor,
- Budgeting,
- Reconciliation's,
- General office procedures and database management.
- The position of business manager was directly reportable to the Centre Manager and the committee of Alzheimer's Australia Sunshine Coast Inc.

### Tax Consultant

Period: 01 June 2005 - 16 September 2005

Company: H & R Block Maroochydore

Industry: Accounting

Employment Type: Casual

Responsibilities: Preparation of tax returns for individual, partnership and company tax returns. This position included the

initial interview with clients to collect necessary information and the preparation and submission of tax returns.

## **Qualifications**

Qualification: Certified Practising Accountant  
Completed June 2012

Qualification: Bachelor of Business (Accounting)  
Date Completed: 18 June 2008  
Institution: University of the Sunshine Coast

Qualification: Diploma of Accounting  
Date Completed: 24 June 2005  
Institution: Cooloola Sunshine Institute of TAFE

Qualification: Tax Preparation  
Date Completed: 27 May 2005  
Institution: H & R Block

## **Referees**

Jeanette Evans  
General Manager Beaumont Care  
3888 2576

Russell Elms  
Churches of Christ Retirement Village Manager  
(Previously Sundale Garden Village)  
Phone: 0428 612 884

Nicky Orchard  
Orchard Financial Planning  
Owner/Manager  
Phone: 0419 575 449