



Andrew Rolson

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Professional Profile

Demonstrating a high level of attention to detail, organisation and efficiency, I offer a proven track record of accuracy and results with an advanced understanding of financial and accounting procedures and compliance obligations for all business entities. Committed to lifelong learning and academic excellence, I have the ability to acquire new skills and knowledge quickly and easily. Ascertaining business needs and goals, I have successfully streamlined existing accounts processes and operations and turned around unprofitable functions in competitive industries whilst assuming numerous positions such as Business Owner, Management Accountant, Finance Manager, Tax Agent and Chartered Accountant.

Accounting Qualifications

- **Diploma in Business Accounting**
Great Southern Regional College of TAFE

Licences, Certificates & Accreditations

- Current "C" Class WA Drivers Licence
- Senior First Aid Certificate, St John Ambulance
- IRATA Industrial Rope Access Certificate Level 1
- Construction Safety Awareness Training Card (Blue Card)

Demonstrated Skills & Attributes

- Skilled in monitoring and preparing weekly and monthly financial reports together with forecasting and budgeting.
- Highly motivated and dynamic with the ability to meet all deadlines and time schedules, focused on results.
- Computer literate with a high level of proficiency using MYOB, Excel, Word, Outlook, Access & PowerPoint.
- Strong leadership skills with the ability to motivate, train and manage staff and contractors.
- Active, helpful and contributing team member with a strong work ethic.
- Committed to continuous improvement with a proven track record of success enhancing management reporting systems and accounting methods to improve existing procedures.
- Ability to understand and interpret relevant policies, practices and legislation.
- Self-motivated, reliable, resourceful, organised and efficient.
- Highly developed communication, interpersonal and negotiation skills, establishing a positive rapport with customers, staff, management, wholesalers and the general public.
- Mature and responsible, willing and able to assume higher duties.
- Committed to ongoing training and development with the ability to learn new skills quickly.

Personal Details

Nationality:	Austrian
Citizenship:	Australian Permanent Resident
Languages:	Fluent written and verbal English and German
Health:	Excellent, physically fit, non-smoker

Accounting & Management Experience

2007 - Current

THE SINGING TREE ALBANY | www.singingtree.com.au
270 York Street, Albany WA 6330

Business Proprietor/Retail Store Manager

Company Profile:

- The Singing Tree Albany specialises in the retail sales of books, DVDs, CDs, educational games and toys.

Key Duties:

- Coordinate day to day operations of busy retail outlet, overseeing efficient and profitable operations.
- Financial, management and cost accounting, administration, payroll management and banking.
- Recruit, manage, motivate, train, induct, supervise and roster 5 staff.
- Provide and oversee courteous customer service, improving service standards where possible.
- Deal with complaints and escalated issues in a prompt manner achieving effective resolutions.
- Develop and implement marketing and promotional strategies.
- Select and order trading stock including negotiation with suppliers.
- Handle counter and telephone enquiries in a professional manner.
- Operate cash register, EFTPOS, cash handling and balancing.
- Participate in stocktakes and monitor stock levels.
- Set-up and maintain visual merchandising and displays.
- Remain flexible in working hours/shifts within 7 day trading week.
- Adhere to workplace Occupational Health & Safety standards.

2000 - 2006

MIGRANT SERVICE PUBLICATION GROUP

Albany, Western Australia

Management Accountant

Key Duties:

- Prepare quarterly financial statements and BAS for group of 8 different business entities.
- Prepare end of year financial statements for income tax purposes for all entities including one company incorporated in USA.
- Manage and analyse business cash flow including the preparation of quarterly cash flow statements and actual to budget comparisons.
- Develop and manage extensive client database on Microsoft Access.
- Manage and update content of company website.

1997 - 2000

NAUIYU NAMBIYU COMMUNITY GOVERNMENT COUNCIL

Daly River, Northern Territory

Finance Manager

Key Duties:

- Prepare monthly financial statements for Council in accordance with the Local Government Accounting regulations.
- Prepare annual budget of approx. \$4.5 m for the Council and it's related entities including a Not for Profit Association and a private company operating a roadside inn.
- Report to and communicate with various funding bodies including The Department of Local Government, The Department of Health, The Department of Family Services, The Department of Sports & Recreation and ATSIC.
- Prepare grant applications and acquittals.
- Administer and manage payroll of 35 full-time and 20 part-time/casual staff encompassing numerous awards and individual employment contracts.
- Implement the transition of accounting systems to the new tax system including GST.

1996 - 1997

SOLE PRACTICE

Albany, Western Australia

Tax Agent

Key Duties:

- Prepare taxation returns for individuals, partnerships, companies and trusts.
- Educate clients regarding their income tax obligations and ATO requirements.
- Design and develop business plans and cash flows for clients.
- Purchasing and selling businesses across various industries.
- Provide general management advice and information regarding business structures and set-up procedures.
- Manage and provide informative advice regarding PAYG and superannuation funds.

Accounting & Management Experience

1993 - 1996

HOWE ROILO & DEW

Albany, Western Australia

Tax Agent (*Duties as per Sole Practice on previous page*)

1992 - 1993

BRENT HOWE

Albany, Western Australia

Chartered Accountant

Key Duties:

- Assist in the formulation of budgetary and accounting policies.
- Manage accounts payable and receivable functions.
- Provide direction, mentoring and support to subordinate accounting personnel.
- Prepare financial statements for presentation to management.
- Conduct financial investigations and prepare reports and advice on such matters as the purchase and sale of businesses, mergers, financing and taxation.
- Examine the income and expenditure of the business, implementing cost savings strategies where possible.
- Provide assurance about the accuracy of information contained in financial reports and their compliance with statutory requirements.
- Advise on the selection and application of computer-based accounting systems.
- Appraise cash flow and financial risk of investment projects.

Mining & Geological Experience

2007 - 2008

MACKAY & SCHNELLMANN PTY LTD | www.mackayschnellmann.com

4 Lawrence Ave, West Perth WA 6005

Field Assistant

Key Duties:

- Assist Geologists in their field work across various aspects of economic geology ranging from mineral exploration through to mine feasibility including splitting and bagging of drill core samples, setting up bag farms.

2007

ARID LAND SEEDS | www.miningrehab.com.au/arid_land_seeds.htm

Lot 77 Williamson Avenue, Narrikup WA 6326

Plant Operator

Key Duties:

- Operating Skid-steer Loader and Tractor to re-habilitate drill-hole sites on mining leases (Plutonic, Lawlers)
- Collecting seeds from native vegetation and spreading of cleaned seed stock to re-vegetate mine waste dumps
- Using of Global Positioning Systems (GPS) to navigate in remote locations and to log drill sites.
- Collating and analysing of GPS data using specialised mapping software and MS Excel
- Attending to general repairs and maintenance of plant and equipment

Professional Referees

JACK SHINER

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RON MASTERS

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