

Simone Chanders

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ASADA
PO Box 1744
FYSHWICK ACT 2609

Attn: Recruitment Officer
Re: Accounts Payable Officer (APS 4)
Location: Canberra | ACT

Dear Sir/Madam,

An organised, efficient and experienced accounts and administration professional, I write with great interest to be considered for the above career opportunity as recently advertised on www.asada.gov.au. Keen to make a positive contribution to the Australian Public Service, I look forward to undertaking new challenges with a desire to advance within ASADA whilst reporting to the Finance Officer.

Confident I would make a positive contribution as Accounts Payable Officer, I welcome the opportunity to contribute as a key member of the Finance and Strategy team, responsible for providing operational and strategic support, direction and leadership to ASADA in the areas of Finance, Strategy, Risk and Business Planning. Additionally, I look forward to assuming responsibility for internal management reporting and external financial reporting, financial polices and procedures, financial budgeting and forecasting and compliance with financial legislation.

An active, supportive and capable team member, I have acquired a wealth of relevant experience including my current position as Receptionist/Administration Assistant (Douglas Joinery Pty Ltd) and previously as Receptionist/Administration Assistant (Boss Constructions (ACT) Pty Ltd), Administration/Accounts Assistant (NWN Pty Ltd), Administration Assistant (Greaney and Sweeney). Community and socially conscious, I have also undertaken voluntary work at Casa Kiwi Orphanage (Romania), Fusion Youth Café (Woden Community Centre), Pegasus Riding School for Disabled (Belconnen) and Mirinjani Retirement Village (Weston).

I have acquired a wealth of skills and experience that would make me a suitable candidate for this career opportunity, particularly demonstrated through my current role at Douglas Joinery Pty Ltd where I undertake a broad range of responsibilities in a fast paced office environment whilst managing competing deadlines and providing accurate and timely administrative support to the Managing Director. Key areas of expertise include the utilisation of financial management systems including MYOB and currently Arrow for staff payroll, budgets, banking, accounts payable and receivable functions, demonstrating advanced numeracy skills and a strong accounting aptitude. I am also proficient using Microsoft Word, Outlook and Excel to prepare financial reports, spreadsheets, letters, correspondence, tenders, quotations together with stock inventory management, electronic diary and calendar management.

Committed to professional development and lifelong learning, I have completed a Certificate in MYOB (Bookkeeping) and I am currently undertaking a Certificate III in Business Management, demonstrating the ability to acquire new skills and knowledge quickly and easily.

Find attached my résumé that details my work history, skills and qualifications relevant to this position. I am certain an interview would reveal my enthusiasm for the opportunity to secure this role at ASADA with a strong interest in pursuing a career in the government sector. I appreciate your valuable time in reviewing my application, please don't hesitate to contact me if you have any questions.

Yours sincerely,

Simone Chanders