



## Patricia Lawson

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### Professional Profile

Qualified and experienced **Accountant** with a wealth of local and international experience spanning 8 years in professional environments across the public and private sector. Committed to lifelong learning, I have attained academic achievements with a high level of motivation, dedication and a thirst for knowledge. Solid planning and organisational skills in coordinating projects from inception through to completion. Sees the big picture and plans appropriate strategies to achieve results. Well disciplined with proven ability to manage multiple assignments efficiently under extreme pressure whilst meeting tight deadline schedules. Ascertains needs and goals, streamlines operations, turns around unprofitable functions, envisions new concepts and follows through with direction.

### Educational Qualifications

<b>2009 - Current</b>	<b>CPA PROGRAM</b> CPA Australia   <a href="http://www.cpaaustralia.com.au">www.cpaaustralia.com.au</a>
<b>2006 - 2007</b>	<b>MASTER OF ACCOUNTING</b> Curtin University of Technology
<b>2005 - 2006</b>	<b>MASTER OF COMMERCE</b> University of Western Australia
<b>2000 - 2004</b>	<b>BACHELOR OF ELECTRONIC AUTOMATION ENGINEERING</b> Shanghai University

### Demonstrated Skills & Abilities

- Proficient speaking and writing fluent English and Mandarin.
- Financial analysis and reporting, maintaining a high level of accuracy.
- Accounts payable, receivable and bookkeeping to trial balance.
- Corporate, tax, cost and financial accounting.
- Update and reconcile Asset Register monthly to the general ledger and prepare associated financial reports.
- Maintain records and processes for the annual take up of developer contributed infrastructure assets.
- Conduct annual stocktaking of assets in accordance with established procedures.
- Assist internal and external auditors with reviewing asset accounting processes.
- Maintain insurance information within the Asset Register.
- Assist in preparing annual budgetary submissions.
- Provide financial advice including the analysis of financial information and instigating remedial action as necessary.
- Prepare and distribute monthly management reports, monitoring and managing budgets.
- Bookkeeping to trial balance, accounts payable and receivable.
- Excellent knowledge of ATO legislation, including GST and BAS requirements.
- Advanced computer operation, data entry, wordprocessing and database management.
- General office administration using various office equipment and technology.

### Computer Skills

- MYOB
- Quick Books
- Technology 1
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Windows XP Operating System
- Fast and accurate keyboard skills
- Internet and email proficient

## Accounting & Administration Experience

**Oct 2008 - Current**

**CITY OF COCKBURN**

Spearwood, Western Australia

**Management Accountant (Human Services & Asset Accounting)**

*Responsibilities:*

- Update Asset Register monthly with acquisitions and completed WIP projects made via capital works ledger.
- Ensure all asset disposals and write offs are properly authorised and removed from the assets register.
- Ensure all depreciable assets are depreciated according to the City's accounting policies on a monthly basis.
- Prepare reconciled listings for WIP monthly, monitor and review to determine readiness for commissioning.
- Reconcile asset register monthly to the general ledger and prepare associated financial reports for inclusion in the Accounting Services Monthly Management Report.
- Maintain appropriate records and processes for the annual take up of developer contributed infrastructure assets.
- Conduct annual stocktaking of assets in accordance with established procedures.
- Perform annual reconciliation of Council's land portfolio between the Assets Register, DOLI records and the Cert of Titles Register.
- Assist Council's internal and external auditors with reviewing asset accounting processes.
- Maintain insurance information within the Asset Register.
- Assist human services managers in preparing annual budgetary submissions.
- Provide financial advice and consulting services to human service coordinators including the analysis of financial information and instigating remedial action where necessary.
- Prepare and distribute monthly management reports to assist human service areas monitor and manage budgets.
- Ensure human services funding revenue is receipted correctly and on a timely basis.
- Oversee compliance with the external reporting requirements for Human Services as per the funding agreements including the preparation of quarterly, half yearly and annual financial statements.
- Liaise with Council's external auditors to ensure annual financial statement audits are completed according to funding agreement requirements and timeframes.
- Prepare asset data requirements for the compilation of Council's budget and annual financial statements.
- Provide support and relief to the Management Accounting Services Unit.

**Jun 2008 - Oct 2008**

**COREFLEET (DIVISION OF SIMEDARBY)**

Welshpool, Western Australia

**Accounts Clerk (Casual Temporary)**

*Responsibilities:*

- Reconciling and processing supplier invoices.
- Ensuring all vehicle registrations are paid on time and maintain 3rd party insurance.
- Organising annual vehicle inspections to ensure continuing drivability.

**Mar 2008 - Jun 2008**

**MINT STREET DENTAL CLINIC**

East Victoria Park, Western Australia

**Receptionist**

*Responsibilities:*

- Manage front desk reception, answering numerous incoming telephone enquiries, schedule patient appointments, managing diary for Dentist.
- Maintain and update computerised and paper-based files and records.
- Co-ordinate and process weekly staff payroll using MYOB software.
- Undertake regular internet banking payments, reporting to Manager.
- Bank cheques, cash, banking and prepare receipts, invoices, files and relevant paperwork for patients.
- Order office stationery, supplies and amenities liaising with suppliers.
- Manage petty cash, maintain petty cash journal and keep receipts.
- Ensure an efficient, organised office undertaking a range of clerical tasks such as faxing, filing, photocopying, inwards/outward mail management.

**Jun 2002 - Oct 2004**

**HEWITT ASSOCIATES (SHANGHAI) LIMITED COMPANY**

Shanghai, China

**Project Assistant**

*Responsibilities:*

- Provide professional after-sale service to customers.
- Data sorting/collection and general administration duties as directed by management.
- Maintain accurate paper-based and computer files and records.

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## **Sales & Customer Service Experience**

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- Coles Supermarket - Garden City; Sales Assistant (Oct 2007 - Current)
- Morgans Restaurant; Waitress (Feb 2008 - Current)
- Bentley South licensed Post Office; Cashier (Sep 2006 - Feb 2008)
- Kido's Japanese Cuisine; Waitress (Mar 2006 - Feb 2008)
- Le Chic Accessories; Sales Assistant (Dec 2005 - Feb 2006)

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## **Professional Referees**

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### **DR BRUCE COLSON**

Dental Surgeon  
Mint Street Dental Clinic  
6 Mint Street  
East Victoria Park WA 6101  
Tel: (08) 9361 9876

### **MONICA TILLY**

Customer Service Manager  
Coles Supermarket  
Garden City Shopping Centre  
125 Riseley Street  
Alfred Cove WA 6154  
Tel: (08) 9364 8761

### **SENG PIN**

Manager  
Bentley South Licensed Post Licence  
4 Hillview Place  
Bentley WA 6102  
Tel: (08) 9458 1112