

SIMONE GREER

FINANCIAL ACCOUNTANT

Financial Accountant with a proven background in strategic planning, budgeting, and forecasting. Proven record of identifying and maximizing on business opportunities and performance goals. A strategic and practical thinker who rapidly resolves cross-functional business challenges. Experienced with reviewing, developing and managing processes. Able to formulate and communicate a clear vision, strategy or idea across the organisation.

BUSINESS SKILLS

- Business analysis
- Efficiency Improvement
- Strategic planning
- Process development & re-engineering
- Reporting
- Asset management
- Operational management
- Education & training
- Human resource management
- Team management & development
- Client Relations

EDUCATIONAL HISTORY

Tertiary Education:

Bachelor of Commerce (Honours) – The University of Queensland – completed in July 95

Bachelor of Financial Administration – University of New England – completed in Nov 93

Relevant Qualifications

Certificate IV in Assessment and Workplace Training
Senior First Aid Certificate – Workplace Level 2

Other Education:

Diploma in Counselling
Numerous personal/self-development courses

Higher Education:

Concordia Memorial College, Toowoomba

Computer Skills

MYOB (training and installation)

Xero

Timberline

Solution 6

QuickBooks Pro

Quicken

HandiLedger and Handitax

Microsoft Word

Microsoft Excel

Microsoft Access

Microsoft PowerPoint

Microsoft Publisher

Microsoft Outlook

Outlook Express

Professional Experience

CFN Assoc

Nov 18 to current

Treasurer

Reporting to the Board with Financial Reports as required on a monthly basis

Work closely with the Board Chairperson with the role out of the NDIS in Jan 19 and identify any business opportunities with budgets, what if scenarios and forecasting.

Assist the General Manager to formulate strategies for best practice and communicate and develop the processes.

Closely monitor the cash flow with the role out of NDIS and the impact it will have on the organisation.

Board is recommending that this position will become full-time within 3 to 6 months.