

Resume

John Doe

27 Torrens Street, Braddon ACT 2612

Mobile: 0412 000 000

Email: john.doe@gmail.com

Citizenship – Australian/British (Dual)

Career Objective:

To work in an executive role that combines my strengths in performance management, corporate governance and finance at the head of a worthwhile non-profit organisation delivering key services and worthwhile outcomes to the community sector.

Core Skills:

- Financial reporting/compliance
- Change Management
- Cost Model development
- Management Reports Development
- Systems Development & Implementations
- Process Re-Engineering
- High level communicator - Presentations
- Open Door Management style
- Corporate Governance
- Strategic thinking

Education:

- Institute of Company Directors Course (due for completion May 2011)
- Masters Business Administration - University of Western Sydney (2008)
- Full Member CPA Australia (1999)
- Certificate in Leadership – University of Western Sydney (1988)
- B. Com (Accounting and Business Administration) University of NSW (1985)

Employment History:

ACME Solutions Pty Ltd - Sydney

GM Finance

March 2007 to Current

Company: ACME Solutions Pty Ltd is part of the ACME Group of companies, which includes Defence and Utility Companies. ACME Solutions is a technology company which services the Department of Justice in W.A. in terms of speed and red light camera infringements issuance and collection of infringement debt. In Australia, ACME is the leading supplier of outsourced parking and speed and red light camera infringement management systems/processes. ACME's annual turnover is about \$80million and they employ over 120 employees. My role reported directly to the CFO and I managed all the operational financial responsibilities of the business.

Responsibilities:

- Participation at executive Level Management, including but not limited to strategy development and implementation.
- Finance and Commercial Risk responsibly, including tender pricing and negotiations, contract reviews and payment terms negotiations.
- Financial and Management Reporting to head office and to internal customers.
- Mergers and Acquisition activities.
- Development, implementation and management of Budgets
- Staff management for a team of 20 staff delivering professional finance and administrative services to the organisation.
- Management Accounting structure implementation and improvement
- Financial Accounting reporting to Corporate Head Office and to Executive Level Management
- Commercial Risk review and mitigation
- Tender pricing and cost model development
- Strategy Development and implementation

Achievements:

- Development of Management Accounting Structure, including training material development for educating business managers and reports development.
- Review and improve the annual increase with the Department of Justice (Victoria), improving the annual revenue by \$750k (nil additional expenses).
- Delivered significant business performance efficiencies and ensured 100% compliance with best practice quality standards.

Association of Widget Workers (AWW) – Melbourne

General Manager - Corporate

January 2004 – February 2007

Employer: The Association of Widget Workers is the professional representative body of Widget Workers in Australia, with 20,500 members nation-wide. It has One National Office and Branches in each State and Territory. The association directly employs over 60 staff and they are active in researching key issues across the Widget industry and in advocating policy positions to State and Federal Government. The organisation has a turnover of approximately \$65 million dollars, and I reported directly to the CEO as the most senior employee in head office.

Responsibilities:

- Responsible for the financial and operational management of the Association including budget preparation, financial projections, management accounts and financial reporting to the Board of Directors.
- Key member of the Senior Management Team.
- Manage the human resources of the Association including employment contracts, the HR agreement, award interpretation and OH&S management.
- Provide guidance to Board of Directors, Branches, Committees and staff in the delivery and management of budgets.
- Oversee a finance, administration and branch staff of 23 people.
- Build effective relationships with state Branches
- Negotiate and manage all contracts and grants for the Association.
- Manage the operational and administrative services of the Association.

Achievements:

- Fostering better relations between National Office and Branches by negotiating key internal operating agreements.
- Working in conjunction with the Finance Manager completely overhauling financial processes and preparing financial reports from a system that had been left fallow.
- Improved staff retention by 20% through the implementation and effective management of 360 degree performance appraisal processes.

4 months career break

September 2003 – December 2003

Took 4 months off after leaving the role at Bonzavest Ltd to recharge. I also completed renovations on my home which needed to be finished in time for Christmas.

Bonzavest Ltd - Melbourne

Group Financial Controller

March 1999 – September 2003

Company: Bonzavest Ltd. is a Public Unlisted Financial Services company which operates in the area of Marine investments, predominately aquaculture. However they have also initiated projects in the areas of sustainability, tourism and natural resources. Turnover fluctuates greatly, due to the nature of the business and ever changing Tax Legislation, however average turnover would be around \$20m pa. I reported directly to the CFO managing a team of 15 staff responsible for the delivery of all financial information. .

Responsibilities:

- Produce accurate, compliant consolidated Financial Statements for the Board and Shareholders
- Significant Management Reporting for local Executive Team and Banks
- Project Management for a Software Implementation
- Cost Model development and pricing
- Staff Management for a team of 5
- BAS returns

Achievements:

- Instituted best practice process and procedures and corrected an aborted software implementation into one of the subsidiary companies.
- Software implementation of Accpac, to replace MYOB
- Improved reporting processes to key stakeholder groups and was commended via the board for the accuracy and timeliness of my information and for the relevance of my financial commentary.

PeopleTree Australia Pty Ltd - Melbourne

Manager Finance

February 1993 – March 1999

Company: PeopleTree Australia Pty Ltd is a recruitment company which is wholly owned subsidiary of a major European umbrella group. The Australian company consisted of the PeopleTree Brand and 6 or 7 smaller niche brands that traded in specific sectors. Combined, PeopleTree Australia was turning over around \$500m, of which \$300m plus was from the PeopleTree Brand.

Responsibilities:

- Management Reporting to the Executive Level Management and Financial Reporting to International Head Office
- Risk review, reporting and mitigation
- Internal Software development and improvement – Internal Management reporting tools using Intra Net to deliver weekly reporting to Business Managers
- Cost Model development and pricing (including tender pricing)
- Staff Management for a team of 10
- Change Strategy and Management

Achievements:

- Change Management was a large part of my role and moving the organisation from a “Bum’s on Seat” approach to delivering “true value to the clients and creating a win – win – win” environment was essential. We managed to reduce staff turnover from around 80% to 55% in the 21 months of my tenure.
- Cost model development is always important, however, the need for it in a high volume low margin business is critical to its survival; I developed a model that determined pricing both at a corporate / large client level and at a generic level, for the smaller individual clients. The development of said model led us to the decision not to renew a number of contracts and to move prices up in a number of other contracts. EBIT rose from around 1.5% to around 3.5%.

UNeedCap – Beijing, China

Investment Administration Manager

August 1989 – January 1993

Company: UNeedCap is a LISP (Linked Investment Service Provider) which essentially is a Unit Trust Wholesaler and Investments Administration Company and administered in excess of \$7billion Assets. The value proposition is twofold, firstly to the investors, as it creates a cost effective method of acquiring and disposing of Unit Trust and secondly to the Unit Trust companies in that UNeedCap was a wholesaler of said funds for the Unit Trust companies.

Responsibilities:

- Redevelopment of Guarantee Fund Administration and pricing to fit within a Unit Trust Trading environment
- Cash Management
- Assets Management
- Process reengineering / problem solving
- Staff Management for a team of 3

Achievements:

- On arrival in August 2001, the LISP had just undergone an Insurance Ombudsman audit and was under threat of closure due to internal Administration Platform problems. My first job was to map entire process of Administration including the flow into the Financial Accounting system (Balance Sheet had massive black holes). I managed to apply the 80/20 rule and resolved the large majority of issues within 3 months. During this time I created a new department whose reason for existence was to continually review all new products ensuring proper process mapping. This action removed the threat of closure by the Insurance Ombudsman.
- The Guarantee Fund within the LISP was a square peg in a round hole. This was essentially due to the fact that the Guarantee fund is priced over an 18 month pricing cycle and the Unit Trusts are priced daily. Prior to my arrival, for 7 years this product was sold within the Unit Price environment without a proper process to cope / reconcile the differences created by the two dissimilar pricing regimes.
- Over a period of 3 years, I developed and implemented a model that satisfied the Actuaries, Trustee's investors and the Company at large. I identified a substantial amount of embedded value in the fund and determined the most appropriate way of distributing said value.

Kanga Capital

Senior Investment Advisor

March 1987 – July 1989

TrustMe Investment Advisors Pty Ltd

Investment Advisor

October 1984 – March 1987

International Travel

India / Sri Lanka / China

July 1983 – September 1984

Wombat Windows

Accounts Assistant

August 1982 – June 1983

Personal interests

Fly fishing, ballet, playing the guitar, reading, basketball, soccer.

References

David Copperpott

CEO - Association of Widget Workers

Reported to directly for entire period

0401 422 66X

Donna Schmeadly

CFO – Bonzavest Ltd

Reported directly to Donna for last 2 years

0422 356 98Y

**Referee for ACME Solutions Pty Ltd available on request