

KYLIE GALE

COMMERCIAL & FINANCIAL ANALYST

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[LinkedIn Profile URL](#)



Finance Expert | Accounting Practices & Commercial Analysis

Analysing the figures & turning them into strategies that impact bottom-line success

Finance specialist with 10 year history of scaling multimillion-dollar companies' for rapid profits, setting the stage for growth by delivering fiscal and business decisions to boost cash flow and enhance customer service and relationships. Operational strategist and 'right arm' to top executives with career progression and record of designing solutions in complex, regionally charged settings demanding commercial acumen. Well-respected, MBA credentialed professional frequently tapped for high-level financial decisions, process redesign and automation solutions to increase service delivery to the business and reduce collection time.

VALUE OFFERED

Audits | Budget Management | Data Analysis | Bank Reconciliations | Accounts Payable & Receivable | Contracts
GL Reconciliations | Process Improvement | Billing & Debt Collections | Account Management | Client Relations
Executive Communications | Website Management | Month-End Close Procedures | Financial Budgeting | Reporting
Priority Management | Team Leadership | Tax Liabilities | Tax Preparation | Employee Records Management

TECHNICAL SKILLS: MYOB | Reckon Elite | LEAP Legal Software | WiseNet | Vettrack | XERO | QuickBooks Online | CHEOPS

CAREER SNAPSHOT & HIGHLIGHTS

ABC BOOKS

Accountant & Bookkeeper
2013-Present

Started own venture to provide accounting and financial guidance for small businesses. Manage all business accounting functions, from payroll to cash flow reporting and tax obligations. Provides clients with setback recovery roadmaps in order to mitigate risk.

GT SCAFFOLDING

Assistant Accountant
2016-2017

Hired to support the Financial Controller, but quickly promoted to oversee scaffolding arm of construction company. Created debt collection procedures and claimed back \$300K of unpaid invoices in short amount of time. Developed Internal Controls manual. Conducted extensive research to determine specific rules and regulations.

H&R BLOCK

Tax Agent & Consultant
2014-2016

Prepared detailed and complex tax returns for individuals, sole traders, contractors, and small businesses. Advised clients on minimising applicable tax liabilities, tax deductions, and rebates. Worked on RECKON software to handle complex tax issues relating to investments.

SYDNEY LEGAL CHAMBERS

Accounts Mngr & Bookkeeper
2012-2013

Oversaw Trust and Day-to-Day Operations accounts, following the Solicitors' Financial Rules. Billed firm clients and managed debtors while ensuring proper payment to outside suppliers. Accelerated federal audit, working closely with auditor to ensure accurate accounting practices. Reduced owed invoices 50%+, down to \$100K. Created firm's "first" debt collection procedure.

ENGINEERING

CONSULTANCY & DESIGN

Admin & Accounts Manager
2011-2013

Managed all employee records, including the filing, storing, and securing of confidential documents. Developed, monitored, and tracked revenue and expenses for \$500K marketing budget. Managed firm's financial duties through MYOB software, including accounts payable, accounts receivable, and payroll.

AUSTRALIAN

INTERNATIONAL COLLEGE

Financial Manager & Personal
Assistant
2005-2011

Provided high-quality assistance to all aspects of the college's 10+ academic programs. Led the teaching team of 5 professional educators. Managed stakeholder relationships to maintain and enhance the reputation and operations of the college. Integrated new software platform, WiseNet, to ensure accuracy and efficiency. Aided the CEO in prioritising budgets and providing analytical reporting to the BOD to enable strategic decision-making.

EDUCATION & PROFESSIONAL DEVELOPMENT

CPA, CPA Australia, 2017

Bachelor of Business in Accountancy, RMIT University, Melbourne VIC

Financial Certifications and Courses: Certificate IV in Training & Assessment, Certificate IV in Bookkeeping
H&R Block Income Tax Course, MYOB Payroll Operations, MYOB Fundamentals

Master of Business Administration in Aviation Management, RMIT University, Melbourne VIC

Diploma in Aircraft Maintenance & Airport Facilities, RMIT University, Melbourne VIC

Bachelor of Engineering in Aircraft Maintenance & Airport Facilities, RMIT University, Melbourne VIC