

Kym Yeoward CPA ACIS

P.O. Box 413 - 3/26 Emery Avenue PALMERSTON NT 0831

M: 0428-405-499 E: kyeoward1@bigpond.com

Professional Qualifications

- Certified Practising Accountant (582521)
- Chartered Company Secretary (09607)
- MYOB & QuickBooks Online Certified Consultant
- Registered BAS Agent (24728331)

Tertiary Education

Graduate Diploma in Financial Management - University of New England, Armidale 1992

Diploma in Corporate Management - Institute of Chartered Secretaries, Melbourne 1989

Diploma of Business (Accounting) - Caulfield Institute of Technology, Melbourne 1978)

Employment History

FEBRUARY 2013 TO PRESENT - SMALL BUSINESS ACCOUNTING & IT SUPPORT

- Accounting, auditing and IT support (MYOB & QuickBooks) for small businesses and community services in Darwin, NT and interstate. Clients in accounting, catering, services, retail & engineering. Also MYOB training and data integration, Calxa budgeting & reporting, CRM & MYOB Retail support, plus temporary accounting contracts. Additionally, auditing and grant reporting for government grant programs at Sunrise Alliance Inc. and Yalu Marnggithinyaraw Aboriginal Corporation in Arnhemland NT. Client references available.

DECEMBER 2011 - DECEMBER 2012 - BAWINANGA ABORIGINAL CORPORATION (DARWIN) - ACCOUNTANT

- Reporting to CFO - Accounting, reporting, grant acquittals, budgeting and forecasting for this large indigenous corporation, in Maningrida and central Arnhemland, with sales & grants of \$33m. and 150 staff in 26 business units – covering supermarkets, art, community programs (inc. aged & child care, employment services & security) & local government services (housing, roads, land care, outstations).
- Operational accounting, high volume bank and control account reconciliations (weekly & monthly)
- Fixed asset accounting and reporting (MYOB: AccountRight and Exo)
- Monthly reporting, cash forecasting and planning for 95 cost centres - plus planning and acquittals for 35 grants; via MYOB, Calxa, Exo and Excel – plus mentored 3 accounts & payroll staff
- Payroll (Attaché) & tax accounting (GST, BAS & FBT) • Provided support for move to MYOB Exo
- Late in 2012 the corporation entered voluntary administration with Korda Mentha and a number of staff in Darwin and Maningrida, including me, were made redundant, to reduce costs. Contact Chandra Seneviratne (former CFO) on 0401 110 238 or 08 8945 2339 (h) for details.

Outcome: Prompt monthly reporting and cash forecasting, online program budgeting

JULY / NOV 2011 - ACCOUNTING SUPPORT (ALICE SPRINGS)

- Accounting and payroll support services to small businesses and indigenous organizations
- Included online accounting and IT support (Calxa) to develop cost centre reporting, budgeting and planning for Bawinanga Aboriginal Corporation, Darwin

MARCH - JULY 2011 - MIWATJ HEALTH AB CORP (NHULUNBUY) - FINANCIAL SERVICES MANAGER

- Developed reporting & budgeting and trained staff, during re-organization
- Reporting, acquittals and budgeting for 45 health and infrastructure programs in the East Arnhemland region totaling \$18m. , supervising 2 bookkeepers and covering 120 staff in 3 clinics & out-reach
 - Established integrated budgeting, reporting & forecasting system, using Calxa and MYOB
 - Monthly reports issued within 7 days - Emerging trends identified and managed promptly
- Comprehensive multi-year budgets & cash planning • Streamlined month-end and payroll
- Developed annual reporting procedures, schedules and templates - including consolidations
- Reviewed ledgers, controls and assets for audit – inc MYOB Asset Manager
- Trained finance staff in month-end procedures and budget reporting
- Researched and planned payroll, salary sacrifice and HR system upgrade – inc. proposal evaluations

Outcome: Fast reporting and forecasting, improved budgeting, payroll & asset management

DEC 2010 /JAN 2011 - CONSULTING ACCOUNTANT (ALICE SPRINGS)

- Consulting services to several indigenous organizations (including Bawinanga), in implementing Calxa budgeting and reporting system for MYOB – developed structure and trained staff (part time, via remote support)
- **JUNE - NOV 2010 -ANYINGINYI HEALTH AB CORP (TENNANT CREEK) CHIEF FINANCIAL OFFICER (CONTRACT)**
- Contracted for annual financial reporting, acquittals & budgeting for 40 health & community programs in the Barkly region indigenous health service - budget \$12m.
- Audit compliance & internal controls review
- Introduced Calxa budgeting, reporting & forecasting system, linked to MYOB data
 - streamlined month-end reporting and program management
- Developed fixed asset management system – for MYOB Asset Manager Pro
- Upgraded salary sacrifice and FBT management and developed outsourcing options
- Trained finance staff in systems and procedures – accounting & payroll

Outcome: Improved reporting and budgeting, asset and tax management

MAY- JUNE 2010 (I) - ARRERENTE COUNCIL OF CENTRAL AUSTRALIA AB. CORP. (ALICE SPRINGS)**- CONSULTANT ACCOUNTANT (VIA INDIGENOUS COMMUNITY VOLUNTEERS AUSTRALIA - PART TIME)**

- Overhauled & linked accounting systems (SimPro property maintenance services and QuickBooks)
- Financial reporting, grant acquittals, forecasting & budgeting
- Accounting, payroll, tax, asset sales & restructuring
- **Outcome: Up-to-date accounting, better liquidity and trained staff**

MAY - JUNE 2010 (II) - COMPUTER CONSULTING COMPANY - TRAINER & SYSTEMS CONSULTANT (PART TIME)

- Training client staff and resolving problems in MYOB, Excel, Access and Word
- Relief data entry for clients (MYOB and Pastel)

FEB - APR 2010 - BRAITLING NEIGHBOURHOOD CHILD CARE - BOOKKEEPER (PART-TIME)

- Fees and benefits administration
- Bookkeeping, payroll, tax, monthly reporting

DEC 2009 - FEB 2010 - ALICE SPRINGS YOUTH ACCOM. & SUPPORT SERVICE INC. - RELIEF FINANCE OFFICER

- Accounting, payroll, financial reporting (relief during long service leave)
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NOV 2008 - AUG 2009 - EXECUTIVE OFFICER - NT JUSTICE DEPT - ALICE SPRINGS CORRECTIONAL CENTRE - (ACTING, CONTRACT)

- Accounting, budgeting & reporting (BoXI) for budget \$22 m. – inc. modelling & forecasting (NT Govt Accounting System, Business Objects BoXI & Oracle PMMS)
 - Managed & trained team of 5 in high volume purchasing and trust accounting
 - **Outcome: Developed streamlined reporting, forecasting and trust accounting**
 - Supply contract management - inc. tender evaluation (contracts to \$600k)
 - Capital works – project budgets & monitoring
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JUNE - SEPT 2008 - ANANGU PITJANTJATJARA (AP) SERVICES ALICE SPRINGS - ACCOUNTANT (CONTRACT - FINANCIAL YEAR END)

- Prepared annual accounting & financial statements for 22 community organizations & stores in northern SA, supervising 12 bookkeepers
 - Financial risk reviews for 19 communities
 - Corporate budget preparation - 2008/9
 - Researched accounting system upgrade
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JAN - APRIL 2008 OUTBACK STORES PTY LTD DARWIN - ACCOUNTING SYSTEMS ACCOUNTANT (CONTRACT)

Outback Stores has been established by the Commonwealth Govt to improve the standard of food and management in remote community stores. I was hired to quickly set-up the costing & pricing system.

- **Developed product costing & pricing system & set-up inventory system**
- **Rolled-out online register systems to stores (planned / trained / implemented)**
- **Developed automated accounting & reporting for customers on income-management**
 - Trained staff in inventory & sales system (SharpLynx Plus) & MYOB Premier
 - Cost analysis & reporting – IT & communications, store support & POS system planning
 - Evaluated point-of-sale (POS) equipment & supermarket software – for planned upgrade

JULY 2004 - NOV 2007 - INSTITUTE FOR ABORIGINAL DEVELOPMENT INC. ALICE SPRINGS - ACCOUNTANT

IAD has been a key provider of indigenous TAFE training & language services in Central Australia – and is Australia's largest indigenous publisher. My work included:

- Accounting & acquittals for 30 Commonwealth & NT Govt programs
- Financial reporting & Budget development
 - **Introduced MYOB Money Manager budgeting & forecasting program (2004)**
(new version is Calxa Premier)
- Project development & grant submissions
- Management of campus rebuilding (\$2.5 m.) – planning, financing, payments, reports
- Business plans and equipment financing (leasing and hire-purchase)
- Course & publication costing & contracting
 - **Developed new quoting & tracking system for contract training**
(earned extra \$100,000 in first year)
- Payroll Management, Salary Sacrifice & Tax admin (GST/BAS & FBT)
 - **Designed salary sacrifice planning & outsourced admin - saved 0.5 staff**
 - **Installed & Trained staff in integrated Payroll & Time systems (HR3 & ZipNet) - saved 0.5 staff**

2002 - 2004 ANMATJERE COMMUNITY GOVT COUNCIL, TI TREE - ACCOUNTANT & DEPUTY COUNCIL CLERK

Providing housing and community services to nearly 2,000 people, the council serves 8 communities, between Alice Springs & Tennant Creek. In 2008, it became part of the new Central Desert Shire Council.

- Budget management and financial reporting to NT & Clth Depts
- Project planning, inc. govt submissions and business plans. Major projects for \$5 m. included:
 - Anmatjere Aged Care Centres (2)
 - Housing and Sanitation schemes
 - Ti Tree Rural Transaction Centre

1994 - 2002 ARMIDALE ABORIGINAL HEALTH SERVICE INC, ARMIDALE NSW - ACCOUNTANT

Armidale AHS serves communities in the Armidale & North Western NSW.

- Financial Management of 10 health & community programs – medical, dental, counselling (inc. budgeting, submissions, cash forecasting & management support)
 - Business Plans for Aboriginal health services in NSW North West & North Coast
 - Planning of drug & alcohol & youth programs
- Systems development (inc. planning and training)
- Staff & team leader training

1991 - 1994 CENTRAL-SOUTHERN AB CORP. FOR WIRADJURI WAGGA, NSW - Accountant / Trainer

Central-Southern provides accounting, legal services & management support for Aboriginal communities & organizations in south-west NSW

- Accounting & reporting for 14 Aboriginal land councils and services in south-west NSW:
- Business & community planning
- Systems Development & Management Training (inc. governance & housing management)

Prior Experience

1971 – 1991 – Various commercial, government and NGO accounting positions in Melbourne, Papua New Guinea (Bougainville) and Alice Springs – details available on request

Skills Summary

<u>Accounting</u>	<u>Management</u>	
Financial Reporting	Staff Management (3 - 12)	Good communication - oral & written
Budgeting & Planning	Business Support & Planning	Customer & Interpersonal Skills
Cash-flow Management	Leadership & Supervision	Team Work & Professional Work Ethic
Costing & Projects	Reports & Submissions	Time Management & Organization
Payroll & Personnel	Problem Solving	Knowledge of NT & C'lth Legislation
IT Systems & Reporting	Staff Training & Development	Knowledge of Aboriginal Culture

Systems Experience

Accounting (All include AP, AR, ledger, payroll & inventory)

- Attaché Business Partner – 4 years
- MYOB Plus, Premier and Enterprise – 16 years (Accredited Consultant, inc. AccountRight 2014)
 - Calxa budgeting & reporting for MYOB – 4 yrs (Accredited Reseller)
 - Smart Reports ledger consolidations – 1 yr
- MYOB Exo – 1 yr (2012). Also advanced Clarity Report Writer course in Melbourne (Sept 2013)
- MYOB Essentials (LiveAccounts) – 2yrs
- QuickBooks Premier & Quicken Payroll – 4 yrs
- Pastel Accounting - 1 yr
- SimPro service contract accounting – 1 yr
- MYOB Retail Manager POS and SharpLynx supermarket POS – 1 yr
- NT Govt: GAS Accounting, Crystal Box-XI Reporting, Oracle trust monies management – 1 yr
- Registered BAS Agent (24728331) • Certified MYOB, QuickBooks and Xero Consultant

Payroll & Personnel:

- Attaché Business Partner Payroll (4 yrs)
- MYOB Premier Payroll Module, Payroll Enterprise & Power Pay (10 yrs)
- Quicken Payroll Premier (3 yrs)
- HR3 Payroll and ASP ZipNet electronic time system (2 yrs)
- MS Excel, Word, Access, Outlook & PowerPoint
- Window Server 2008, SQL Server Express and Citrix (cloud based)
- Excel skills:
 - Multi-level budget models, forecasts and scenario analyses
 - Custom reports; using SQL, macros and pivot tables – e.g. for statements & grant acquittals

Projects have included:

- Staff training & setup – AccountRight 2014 – Kostkas Accountants, Darwin (June 2014)
- New budgeting and reporting systems for Bawinanga Corp (2011/12), Miwatj Health (2011) and Anyinginyi Health (2010) - Calxa and SmartReports, for MYOB
- Product costing and pricing system (SharpLynx at Outback Stores, Darwin 2008)
- New tendering and management system for govt training delivery (IAD Alice Springs 2007)
- Payroll and HR system upgrade to HR3 (IAD 2007)

Currently completing Certificate in ERP – SAP Accounting and Payroll with Sydney Institute of ERP

Also studied: • Attaché PowerLink • Finance One • Exo Fixed Assets • Civica • AIM HardCat

Accounting Standards Experience

AASB 101 - Preparation of Financial Statements	AASB 13 - Fair Value Measurement
AASB 1049 - Government Financial Reporting	AASB 5 - Non-current Assets for sale
AASB 116 - Property, Plant and Equipment	AAS27 - Local Govt Reporting

Submissions to C'ith Govt Inquiries

- Charities Financial Reporting Standards (2013)
- Impact of FBT and tax changes, on indigenous health services (2000 & 2002)

Other Current Work & Training

- IT Support Volunteer on MYOB Community Forum – Super Partner status (15 hrs p.w.)
- Recently completed tax courses:
 - Tax Returns Preparers Courses – H & R Block (2013) and ITP (2014)
 - BAS Agent Registration – Open College of Accounting & Finance (2013)
- Roy Morgan Research - current Darwin interviewer (weekends) for the Morgan Gallup Poll. Have conducted over 1,000 detailed household interviews in Darwin & Alice Springs since 2008. I enjoy friendly interaction with a wide variety of people & like providing them with an interesting experience, where they can have their say on current issues. Contact my manager Brian Yeo at Roy Morgan (Sydney) on 02-9021-9166 or 0439 414 543 for a reference.
- Volunteer with Indigenous Community Volunteers Australia – have provided business plans, accounting and training for Aboriginal organisations and small businesses (occasional)
- Also worked for Coles (Alice Springs) Sept-Dec 2011 – on night staff duties.

Awards

- Valuable Service appreciation plaque from Superintendent, Alice Springs Correctional Centre 2009

Interests

- Tennis & running, cycling, gardening & church
- Conservation and heritage (Greening Australia)
- Indigenous development
- Toastmasters – training people in leadership & public speaking

Referees:

- Sunrise Alliance Inc., Elcho Island NT
 - Kendall Trudgen, Secretary & Programs Coordinator (08 8987 9022) (sunrisealliance@gmail.com)
- Yalu Marnngithinyaraw Aboriginal Corporation, Elcho island NT
 - Tim Trudgen, Cross Cultural Educator & Coordinator (0458 542 701) (tim@whywarriors.com.au)
- Bawinanga Corporation, Darwin
 - Chandra Seneviratne, former CFO (8945-2339)
 - Maria Harvey, former acting Deputy Director (0447 207 034) (maria.harvey@kliservices.com.au)
- Miwatj Health, Nhulunbuy
 - Bev Wenitong, former Business Services Director (0428 795 577) (bevwenitong@bigpond.com)
- Anyinginyi Health, Tennant Creek
 - Trevor Sanders (Gen. Manager) or Nova Pomare (Senior Finance Officer) 08-8962-2633 (trevor.sanders@anyinginyi.com or nova.pomare@anyinginyi.com.au)

- Alice Springs Correctional Centre
 - Bill Carroll, Superintendent 08-8951-8922
bill.carroll@nt.gov.au
 - Also Dep. Supt. Grant Ballantine & Dep. Supt. Peter Bartley (both 08-8951-8911)

 - APY Services, Alice Springs NT
 - John Chong, former Finance Manager 0402-464-008
(now CFO Carpentaria Disability Services, Darwin)

 - Outback Stores Pty Ltd, Darwin NT
 - Leslie Goldmann (former Chief Fin. Officer) 0407-170-978
leslie.goldmann@yahoo.com

 - Institute for Aboriginal Development (IAD) Alice Springs NT
 - Janice Harris, General Manager 08-8951-1311
 - Terry Dunt, Centre for Remote Health 08-8951-4701 or 0448-278-692
crh.pa@flinders.edu.au
(former IAD Coordinator - Education & Training and Manager - Language & Culture)

 - Anmatjere Community Govt Council, Ti Tree NT
(now Central Desert Shire - Anmatjere Office)
 - Kath James, Admin Coordinator 08-8956-9933

 - Armidale Aboriginal Health Service Inc. (formerly Armidale & District Services Inc.)
 - Lorna Hague, Vice Chair 02-6772-8907
 - Eddie Briggs, former Chairman 02-6772-1141
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