

DAVID SMITH

PERSONAL DETAILS

Contact details	Mob	0400 000 000
	Home	(02) 9689 8900
	Email	davidsmith@westrecruitment.com.au
Date of Birth	1 June 1970	
Residence	799 Phillip Street Parramatta NSW 2150	
Nationality	Australian	
Education	Bachelor of Commerce – Accounting Major	
	The University of Sydney, 1995 – Credit Average	
Professional Qualifications	CPA - Certified Practicing Accountants of Australia, 2000	
Computer Skills	Oracle, Excel, Word, Access, PowerPoint, MS Outlook, Lotus Notes, PRMS, AS4000, SAP R/3, Great Plains, FRX. Peoplesoft	
Current Position	Financial Controller	
	West Recruitment Pty Ltd	

DAVID SMITH

CAREER HISTORY

**April 2006 to
Current**

West Recruitment Pty Ltd

Company Description

West Recruitment is a privately owned recruitment firm specializing in accounting and business support recruitment across Sydney

Position

Financial Controller (January 2008 to Current)

Responsibilities

- Reporting to the Managing Director
- Preparation of annual and half yearly reporting packages.
- Preparation of monthly reporting package for the board of directors.
- Balance sheet reconciliations, journal entry, cash flow report preparation, Fixed Asset register, budgeting and forecasting.
- Implemented strategies to improve cash flow and bottom line
- Maintain and develop organizations general ledger to meet statutory reporting requirements.
- Monitor and reconcile the invoicing process to make sure that all revenues are properly accounted.

Achievements

- Focus on cost reduction in insurance and other overheads which led to \$1mill in savings which flowed straight through to the bottom line.

Position

Accountant (April 2006 to January 2008)

Responsibilities

- Reporting to the Financial Controller assist in all finance duties.
- Payroll reconciliations
- Full function Accounts Payable
- Full function Accounts Receivable
- Bank Reconciliations
- Preparation of all financials for the external Accountant and Auditors
- Assisting in month end accounting duties
- Preparing business activity statements

Referees supplied on request