

### Leanne Strappazon

**Commercial Manager** 

#### **QUALIFICATIONS**

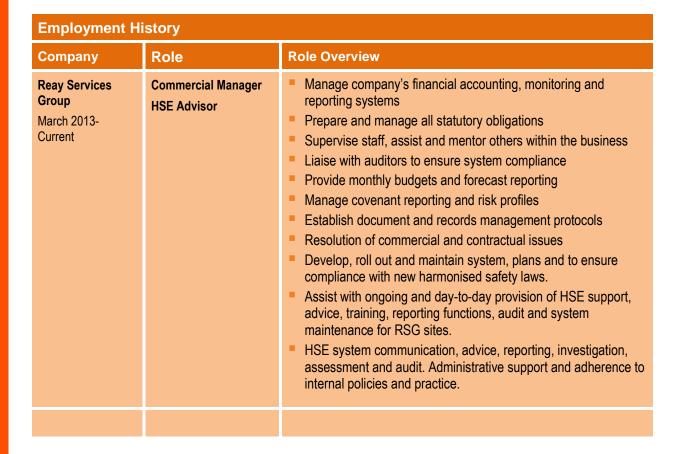
- Masters in commerce (Professional Accounting)
- Diploma Corporate Governance
- Diploma of Work Health and Safety
- Diploma of Quality Auditing
- Diploma of Accounting
- Advance Diploma of Accounting
- Diploma of Project Management
- Diploma of Business Management
- Certificate in Training and Assessment

#### **KEY SKILLS**

- Financial accounting
- Business Systems Management

#### **PROFILE**

Leanne has extensive experience working in the areas of financial, corporate systems and financial management of the company and projects. Leanne has completed her masters in accounting and gained CPA status with the institute of accountants. Leanne has also achieved a fellowship is Corporate Governance.







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Company	Role	Role Overview
QCCS Pty Ltd Feb 2012- Mar 2013		<ul> <li>Planning, review and administration of the accounting systems and procedures</li> <li>Analysis of financial information</li> <li>Provide advice on financial planning and risk management</li> <li>Contribute financial and technical expertise to ensure maintenance and development of best practice accounting functions and cost performance.</li> <li>Implementation of benchmarking and improvement initiatives</li> <li>Provide CFO with guidance and support regarding cash flow analysis and monitoring 'performance versus budget'</li> </ul>
Civil Mining Services Pty Ltd Aug 2012- Feb 2012	Business Consultant	<ul> <li>Deliver support to areas within other entities to analyse business performance and to troubleshoot.</li> <li>Manage all aspects of client's accounts from data entry to statutory obligations</li> <li>Assess processes and report based on needs analysis, policies and procedures</li> <li>Review and manage business and system processes to ensure operational costs are accurately recorded, accounted for and controlled within the business</li> </ul>
Orionstone Pty Ltd July 2003 - July 2011	Treasury Accountant Jan 2011 - July 2011	<ul> <li>Reconciliation of banks accounts, internal transactions and debtor factoring</li> <li>Debtor collection and Creditor payments</li> <li>Asset register management</li> <li>Journals &amp; reconciliation for depreciation and amortisation</li> <li>Capitalisation analysis for management reporting</li> <li>EOM &amp; EFY reconciliation of asset accounts and reporting</li> <li>Process entries for capital acquisitions, capex, payroll etc</li> <li>Ensure Compliance with Financial Statutory obligations</li> </ul>
	Senior Accountant Jul 2009 – Jan 2011	<ul> <li>Manage company's standard costing system, KPI reporting, fixed asset management, fuel rebate analysis stocktaking and account reconciliation</li> <li>Credit control / cashflow and interim forecasts</li> <li>Debtor control including Factored accounts</li> <li>Financial reporting</li> <li>International trade transactions for import equipment</li> <li>Maintain QA and compliance issues</li> <li>Job costing</li> </ul>



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#### Corporate Accountant/ Administration Manager

July 2003 –July 2009 (Orionstone renamed from Ironstone)

- Credit Control/ cashflow
- Accounts Payable/ Receivable
- Petty Cash/ MasterCard
- Monthly Reconciliations of designated balance sheet accounts with documentary evidence and calculations to support all balances including intra company accounts
- Prepare postings for Payroll and associated costs, together with the resolution of payroll elated accounting reconciling items
- Debtor control including factored accounts