



REAY SERVICES GROUP
 Pipelines | Mining Services | Civil Construction
 Trenching | Plant Hire

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 in Corporate Governance.

Employment History		
Company	Role	Role Overview
Reay Services Group March 2013- Current	Commercial Manager HSE Advisor	<ul style="list-style-type: none"> ▪ Manage company’s financial accounting, monitoring and reporting systems ▪ Prepare and manage all statutory obligations ▪ Supervise staff, assist and mentor others within the business ▪ Liaise with auditors to ensure system compliance ▪ Provide monthly budgets and forecast reporting ▪ Manage covenant reporting and risk profiles ▪ Establish document and records management protocols ▪ Resolution of commercial and contractual issues ▪ Develop, roll out and maintain system, plans and to ensure compliance with new harmonised safety laws. ▪ Assist with ongoing and day-to-day provision of HSE support, advice, training, reporting functions, audit and system maintenance for RSG sites. ▪ HSE system communication, advice, reporting, investigation, assessment and audit. Administrative support and adherence to internal policies and practice.



Company	Role	Role Overview
QCCS Pty Ltd Feb 2012- Mar 2013		<ul style="list-style-type: none"> ▪ Planning, review and administration of the accounting systems and procedures ▪ Analysis of financial information ▪ Provide advice on financial planning and risk management ▪ Contribute financial and technical expertise to ensure maintenance and development of best practice accounting functions and cost performance. ▪ Implementation of benchmarking and improvement initiatives ▪ Provide CFO with guidance and support regarding cash flow analysis and monitoring 'performance versus budget'
Civil Mining Services Pty Ltd Aug 2012- Feb 2012	Business Consultant	<ul style="list-style-type: none"> ▪ Deliver support to areas within other entities to analyse business performance and to troubleshoot. ▪ Manage all aspects of client's accounts from data entry to statutory obligations ▪ Assess processes and report based on needs analysis, policies and procedures ▪ Review and manage business and system processes to ensure operational costs are accurately recorded, accounted for and controlled within the business
Orionstone Pty Ltd July 2003 - July 2011	Treasury Accountant Jan 2011 - July 2011	<ul style="list-style-type: none"> ▪ Reconciliation of banks accounts, internal transactions and debtor factoring ▪ Debtor collection and Creditor payments ▪ Asset register management ▪ Journals & reconciliation for depreciation and amortisation ▪ Capitalisation analysis for management reporting ▪ EOM & EFY reconciliation of asset accounts and reporting ▪ Process entries for capital acquisitions, capex, payroll etc ▪ Ensure Compliance with Financial Statutory obligations
	Senior Accountant Jul 2009 – Jan 2011	<ul style="list-style-type: none"> ▪ Manage company's standard costing system, KPI reporting, fixed asset management, fuel rebate analysis stocktaking and account reconciliation ▪ Credit control / cashflow and interim forecasts ▪ Debtor control including Factored accounts ▪ Financial reporting ▪ International trade transactions for import equipment ▪ Maintain QA and compliance issues ▪ Job costing



REAY SERVICES GROUP
Pipelines | Mining Services | Civil Construction
Trenching | Plant Hire

Leanne Strappazon
Commercial Manager

	<p>Corporate Accountant/ Administration Manager</p> <p>July 2003 – July 2009 (Orionstone renamed from Ironstone)</p>	<ul style="list-style-type: none">▪ 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 related accounting reconciling items▪ Debtor control including factored accounts
--	---	--