

Philip Mills

2/2 Pape Steet, FRANKLIN, ACT 2913 | philip.mills1998@outlook.com | 0401218721

Training & Education:

Diploma of Information Technology – Coder Academy – 16 October 2023 to Present

Bachelor of Commerce (Accounting) – University of South Australia Online – Completed April 2022

Relevant Subjects: Quantitative Methods for Business, Marketing Principles; Trading & Exchange, Business & Society, Business Intelligence, Management & Organisations, Career Development for Professionals, Management Accounting, Public Relations; Theory & Practice, Sustainability Reporting & Accounting, Tax Law 1, Contemporary Issues in Accounting.

Certificate III in Retail

Skills & Attributes

- Customer Relationship Management
- Microsoft Office Suite
- Critical Analysis Skills
- Effective working in a team, and independently
- Exposure to Advisory Services
- Ability to set priorities based on business needs and budgeting constraints
- Average organisational skills, with room for continued improvement

Professional Experience

Professional Bookkeeper – A Counting Edge – July 2021 to Present
TO BE COMPLETED

Trainee Accountant/Tax & Business Advisory Services – Cosgrave Soutter – Chartered Accountants
October 2018 – July 2021

Financial Reporting:

Trusts, Companies, Not-For-Profits and Sole Traders

Preparation of financial accounts, understanding of relevant Entertainment and Fringe Benefit

Tax implications, in depth work with not-for-profit organisations (understanding of relevant contracts and grant processes)

Business Forecasting:

Extensive work with Castaway, including set up of forecasts and set up of individual drivers based on customer expectations

BAS/IAS Preparation:

preparation of GST reconciliations for a variety of industries and individuals, including knowledge of Fringe Benefit Tax requirements

Bookkeeping:

Experienced in bookkeeping in variety of industries, including tasks such as reconciliation of balance sheet items (bank reconciliations) and payroll

ASIC Compliance:

Preparation of annual review documents for clients, updating business addresses with form 484's

ATO Compliance:

Calls & emails with ATO representatives involving ATO Debt (ICA & Tax), payment arrangements, lodgement issues & extension requests, tax advice & GIC remission requests

Collaborative Work:

Close work with managers and colleagues involving research on taxation requirements and accounting standards, preparation of audit files, preparation of financial statements & assistance to senior accountants with larger accounts

Taxation Preparation Services (Individual, Company & Trust Tax Returns):

Sound knowledge of taxation, including expenses and their deductibility requirements, in-depth research on tax issues (FBT, Entertainment & Travel)

Client Management

Handling phone calls with clients (bookkeeping/accounting queries, front desk responsibilities), meetings with clients about taxation, accounting and forecasting

Various – FIC Newsagency

Sales Assistant - January 2018 to September 2018

Trainee Retail Assistant - February 2016 to January 2018

Customer Service

Serving customers and delivering services to customers in relation to sales of retail goods and provision of account balances to customers over the phone in a professional retail setting

Independent Work

Commonly being tasked with watching the front of the store alone

[References](#)

Deb Williams

Business Owner of A Counting Edge
XXXX XXX XXX

Candy Stephens

Previous Colleague at Cosgrave Soutter
0407 589 517

Margaret Cupitt

Personal Reference
0438 369 514