Philip Mills

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**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

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Candy Stephens

Previous Colleague at Cosgrave Soutter

0407 589 517

Margaret Cupitt

Personal Reference

0438 369 514