

LakshanMartin

As a current tax accountant, I look to further widen my scope of experience and understanding of Australian Accounting practices. I hope to accomplish this through a varied and challenging role as a long-term employee.

EMPLOYMENT

2013 - present

ACCOUNTANT – Oaktree Accounting, Kelmscott

TAX RETURNS

- + Individuals:
 - o Preparation of tax returns from the initial interview with clients, through to the completion of tax returns
- + Partnerships, Trusts, Companies:
 - o Summarise client information from a variety of sources, including MYOB, Reckon/Quickbooks, Xero, Excel spreadsheets and physical cashbooks
 - o Reconcile bookkeeper prepared Balance Sheet, Profit & Loss statements and correcting identified errors
 - o Record EOFY adjusting journals (e.g. depreciations, amortisation, etc.)
 - o Preparation of BAS amendments as necessary
 - o Preparation of Tax Returns and Financial Statements
 - o Provide advice on outstanding liabilities (e.g. Employee entitlements such as Superannuation and Amended Payment Summaries)
 - o Provide support and advice to bookkeepers, and assist with rectifying errors discovered
- + SMSFs:
 - o Liaise with clients and financial advisors to retrieve appropriate and accurate evidence of transactions made by the Super Fund
 - o Identify any inappropriate use of funds and advise clients accordingly (such as monies used for Non-Super Fund related activities)
 - o Liaise with external Super Fund Auditor
 - o Preparation of Tax Returns and Financial Statements

BOOKKEEPING

- + Liaise with clients to retrieve information on income and expenses incurred
- + Utilise a variety software such as MYOB, Xero, Reckon/Quickbooks, Excel
- + Preparation of Business Activity Statements

EMPLOYMENT

OTHER DUTIES

- + Establishment of Partnerships, Trusts and Companies
- + Registration of ABN, GST, PAYG
- + Prepare Trust Resolutions in a tax efficient manner
- + Prepare annual Taxable Payment Reports for Building and Construction clients
- + Advise clients of tax implications of various business setups
- + Liaise with the Tax Office to resolve various client issues (e.g. remittance of fees, lodgement queries, etc.)
- + Client contact duties such as maintaining the client database, setting up an email blast system and preparing monthly newsletters
- + Occasionally represent Oaktree Accounting at local small business meetings

2008 - 2009

SDS UPDATER – Risk Management Technologies, West Perth

- + Contacting manufacturers for Safety Data Sheets
- + Organising and maintaining client spreadsheets
- + Data entry using in-house software

2007

SURVEY CONDUCTOR & DATA ENTRY CLERK – Curtin University, Bentley

- + Conducting telephone interviews with graduates for the Australian Graduate Survey
- + Data entry of information collected from interviews
- + Sorting and filtering data for reporting purposes

2005 – 2007

CROUPIER – Burswood Entertainment Complex, Burswood

- + Establishing client relationships with high net worth individuals
- + Quickly and accurately managing cash

EDUCATION

2017 – Present

CPA PROGRAM

- + Associate member
- + Currently enrolled in 'Advanced Taxation'

2013 & 2015

NATIONAL TAX & ACCOUNTANTS ASSOC. COURSES (NTAA)

- + GST Basics
- + Income Tax 2015/16

2009 – 2012

BACHELOR OF COMMERCE (ACCOUNTING) – Curtin University

SOFTWARE PROFICIENCY

XERO SUITE Certified Advisor (current to October 2017)

MYOB

RECKON/QUICKBOOKS

HANDISOFT SUITE

CCH

MICROSOFT OFFICE

PERSONAL INTERESTS

BASKETBALL

PHOTOGRAPHY

KEEPING UP TO DATE WITH LATEST TECHNOLOGY

SPENDING TIME WITH FAMILY AND FRIENDS

REFEREES

MR. VINCE PACECCA

CHIEF SCIENTIFIC OFFICER

Risk Management Technologies

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