

RACHAEL GIANCRISTOFARO

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Website, Portfolio, Profiles

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- <https://github.com/Rach-Gee>

Professional Summary

I possess a strong work ethic and have a wealth of knowledge when it comes to the legislative, operational, and technical components of payroll systems. With the ability to work in a fast-paced environment with ever-changing requirements and possesses whilst remaining cool and collected under pressure. This along with my desire to continue to learn and improve, and to share this knowledge with those around me makes me an asset to a team.

I have broad experience in finance and finance systems. Currently working as a technical analyst in payroll systems with a focus on ensuring employees are paid as per legislation working with key stakeholders in 11K large company which entails a range of technical, reporting and integration processes.

Also, currently enrolled in code academy at UWA with as estimation completion of November 2021 with the goal to expand my technical capability.

Accomplishments

Traveling to India for four weeks to help with the smooth transition of offshoring a finance department.

Selected to complete Emerging leaders' course with Compass Group Australia. Traveling to Sydney 4 times to complete the course with the final stage presenting my business case to the Australian Leadership Team.

Skills

- Complex Problem Solving
- Adaptable and Resilient
- Data Analysis and Modeling
- Confidence and Drive
- Root Cause Analysis

Work History

PAYROLL SYSTEMS ANALYST, 2017 - Current **Compass Group**

- Working with HR/IR to interpret Awards / Agreements
- Creating awards and agreements within PayGlobal
- Maintaining payroll and system rules
- Designing and creating reports in Report Builder
- Performing system maintenance
- Proficient in query writing in SQL 2018
- Customising and maintaining PayGlobal Self Service
- Training new and existing users in the use of PayGlobal
- Building and designing BI reports with Report Builder and other BI solutions

TREASURY SUPERVISOR, 2016 - 2017

Compass Group

- Reconciling company credit cards
- Overseeing 8 Treasury Officers
- Allocating/balancing work loads
- Preparation and analysis of cash flow forecasts
- Organising/handling petty cash for sites Australia wide
- Organising Cheques for sites/AP
- Implementing P-Cards (purchasing cards) Companywide 600+ cards.
- Implementing Concur
- Holding WebEx training for both the use of Concur and P-Cards
- Creating company policies and procedures around the use of P-Cards

TREASURY OFFICER, 2015 - 2016

Compass Group

- Upload of daily bank statements.
- Arrange bank guarantees as required by business units.
- Reconciliation of 100+ sites
- Security banking
- Communications between site and commercial managers
- Statement line reconciliation
- End of Year close off
- EFTpos machine trouble shooting, ordering, tracking
- SME - offshoring the Treasury function to Infosys an outsourcing company based in India
- Travelled to India for 3 weeks to help the smooth transition
- Proficient in Oracle, Westpac Corporate Online, ESMS

ADMINISTRATIVE ASSISTANT, 2013 - 2015

- Ensure optimal operation of office equipment, supplies, and inventories with preventive maintenance
- Maintain workflow by analysing and refining standard operating procedures
- Oversee and achieve organisational goals while upholding best practices
- Provide front desk coverage, including managing a busy, multi-line phone system, greeting guests who enter the office, managing incoming/outgoing mail and shipments, and maintaining an organised, clean office environment
- Provide direct administrative support to senior leaders
- Coordinate domestic and international travel arrangements for all levels of employees
- Maintain filing system, contact database, employee list, and inventories
- Oversee and order office supplies and food deliveries for group meetings

Education

Full Stack Development – Currently Completing
The University of Western Australia - Perth, WA, Expected in 2021

Payroll Cert IV
Australian Payroll Institute - Perth, WA, 2019/2021

Cert IV in Business
Challenger Tafe WA- Perth, WA, 2015/2016

Cert III in children services
YMCA Institute of Education – Perth,