

# Lesley Chu

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## PROFILE

Qualified CPA with six years' experience in Finance Services and Insurance Technology industry. Highly motivated, detail-oriented, and dedicated professional to deliver financials on time with accuracy. Skilled at analysing to provide insightful information behind the financial results to assist with decision-making and internal improvements.

## EXPERIENCE

### **Claim Central Consolidated,**

Accountant, April 2019 - PRESENT

#### **Key Responsibilities**

- ☐ Manage month-end close procedures and deliver monthly management packs with variance analysis and commentary to support business targets and strategies.
- ☐ Perform Revenue and COGS analysis to assist with strategic planning and decision making.
- ☐ Perform monthly operation expenses reviews to track and analyse business spending.
- ☐ Deliver daily Operation report with metrics analysis to track internal performance.
- ☐ Monitor and manage Cash Flow Forecasting to ensure a strong cash position for all the subsidiary entities.
- ☐ Assist Group Financial Controller to prepare annual reports, tax return and external audit requests.
- ☐ Assist FP&A with budgeting and forecasting.
- ☐ Prepare and lodge monthly and quarterly IAS and BAS for six entities by deadline.

### **Claim Central Consolidated**

Assistant Accountant, January 2017 – March 2019

#### **Key Responsibilities**

- ☐ Prepare month-end journals for Payroll, Wages on Cost, Prepayments, and Provisions for subsidiary entities located in AU, NZ, and the US.
- ☐ Perform End of Month Revenue and COGS analysis based on AASB15 and company policy.
- ☐ Process inter-company loan accounts reconciliation between subsidiary entities located in AU, NZ, and the US.
- ☐ Perform Balance Sheet reconciliations by investigating discrepancies
- ☐ Maintain Fixed Asset Register and Depreciation schedules for entities in Australia, New Zealand, and USA.
- ☐ Manage Accounts Receivable and Payable teams to ensure daily tasks can be completed with accuracy and internal processes are compliance with standards and policies.
- ☐ Provide training to junior employees.

Accounts Payable Analyst, June 2015 – December 2016

#### **Key Responsibilities**

- ☐ Provide training, guidance, and support to the Accounts Payable team
- ☐ Manage all aspects of the AP function across multiple group entities, ensure invoice processing, approval and payments are completed accurately and in timely manner
- ☐ Complete monthly reconciliations of supplier statements and liaise with internal stakeholders to investigate discrepancies.
- ☐ Manage accurate payment runs for all group entities.

- Liaise with all suppliers and internal stakeholders for all matters relating to accounts payable in a professional manner.
- Provide monthly reports and run certain procedures to close off tasks in internal operation system.

## **M Equals,**

Junior Accountant, Nov 2014 – May2015

## **Claim Central Pty Ltd,**

Internship, October 2013 – May2014

## **ACHIEVEMENTS**

- Developed and implemented efficient working practices for new subsidiary entities launched in the US and New Zealand.
- Developed P&L models for entities in the US and New Zealand to support with analysing business strategies.
- Improved KPI reports with metrics analysis including Incoming claims, Conversion Rate and Key Clients Revenue to improve the evaluation of the performance of operation departments.
- During a month-end gap analysis, lower than budget gross margin was identified. Issues were reported to the managing director and CFO with reasons and recommended solutions. As a result, the gross margin increased by 25% in the following quarter.
- Evaluated Head Office expenses and set up a cost saving project with Financial Controller. As a result, OPEX was decreased by 30% in the following year.
- Increased accounting departments efficiency by converting multiple accounting procedures to electronic and automatic forms.
- Implemented AASB16 under different scenarios, including the commencement of new contracts, lease term extension, and changing conditions.
- Set-up reconciliation worksheet that enables Revenue and COGS accrual figures can be completed within 30 minutes for multiple group entities during month-end.
- Improved the accuracy and effectiveness by 90% after identified operational issues caused by system glitch. Discussed with department managers and team members then set up a report to track and reconcile jobs status and invoicing.
- Reduced 30days+ aged debtors by 60% in two months by performing aged debtor analysis and implementing collection plans with Accounts Receivable officers and operational managers.
- Re-structured manual data templates to streamline the process of Accounts Receivable and Payable, which significantly increased the efficiency and accuracy of AP & AR procedures.
- Maintained an excellent relationship with external and internal stakeholders by resolving their issues or providing updates on timely manner.

## **EDUCATION**

- The University of Queensland, Bachelor of Commerce, 2010 - 2013
- CPA Qualified in 2019

## **SKILLS**

- Experience in MS Dynamic and Xero
- Experience in BI tools such as Thoughtspot and Power BI
- Advanced in MS Excel
- Excellent verbal and written communication skills to all levels of staff
- Strong quantitative and analytical skills combined with business and financial acumen.

## **REFERENCES**

Available upon request.