

Name: Elizabeth Hulme (Beth)

Address: 70 Bruce Street, Preston VIC, 3072 (Home)
646a Nicholson Street, Fitzroy North VIC, 3068 (Business)

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Employment History

Beth Hulme Gallery & Studio

www.bethhulme.com

Position : Director - June 2012 - Current

Summary: Management of all aspects of Art Gallery in Nicholson Street, Fitzroy North, exhibiting my own artwork and the artwork of other Artists.

This includes the curating of group and solo exhibitions organisation of opening night functions, installation of artwork, preparation of media releases and marketing material and all accounting functions for the business.

For further Art exhibition and Gallery related information, please refer to the Gallery website www.bethhulme.com

Cancer Trials Australia

Position : Bookkeeper/Finance Assistant (Part time) - March 2007 – October 2012

Summary: Full function bookkeeper including Contract management customer liaison and negotiation. Role included book keeping and Management Accounting functions for Biogrid Australia Pty Ltd. Management of audit process for both organisations.

Specific Responsibilities:

- Financial reporting and Analysis
- Cash flow
- Reconciliations
- Payroll
- Process creation and training documentation
- P&L
- Trial Balance
- Balance Sheet reconciliations
- Billing
- Finance Contract Management
- Bank Reconciliations
- Tracking income and expense to budget

Hma Blaze Pty Ltd (now Blaze Advertising)

Position : Finance Manager - August 2004 – March 2007

Summary: Supervising the Accounts/Finance function for the Melbourne branch of a National Advertising Agency, Reporting to the Financial Controller (Sydney). Including, the supervision of (12) accounts staff and their various functions through the realisation of month end deadlines, system close off and reporting (P&L).

Specific Responsibilities:

- Supervision of accounts and admin staff.
- Training and induction
- Financial Reporting and Analysis
- General Ledger Analysis
- Expense tracking
- P& L preparation
- Balance sheet Reconciliations
- System admin functions
- Process development
- Client Expenditure and analysis reports (Commercial and Government Clients).
- Rebate calculation, reporting and Reconciling.
- Implementation and monitoring of internal and external audit requirements
- WIP monitoring and tracking to income realisation.

Earlier Roles

Kraft Foods Limited

Plant Finance & Controlling

Position: Assistant Accountant - July 2002 – August 2004

Pracom Limited:

Finance Department

Position: Accounts Receivable & Billing Team Leader - December 2000 – July 2002

D & K Office Supplies

Position : Administration/Office Manager - September 1997 – December 2000

Referees: On request