

# Garvey Chan

## Career Profile

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- Trusted financial advisor with a team focus, growth mindset and track record of delivering reliable insights.
- Experienced in financial analysis, budgeting, reporting and the development of internal policies and procedures.
- Highly developed technical skills enabling value-added data analysis and process improvement.
- Effective stakeholder engagement to reduce operational friction and drive proactive business support.

## Core Skills

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- Financial Systems Specialist (SAP, TM1)
- Change Management/Process Development
- Financial Reporting and Analysis
- Strategy Implementation
- Microsoft Excel Specialist (Process Automation)
- Internal Control & Compliance
- Dashboard Development
- Continuous Improvement

## Education

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Chartered Accountant | Provisional Member

University of New South Wales | Bachelor of Commerce | Sydney, NSW

James Ruse Agricultural High School | Sydney, NSW

## Professional Experience

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**Defence Finance Group | Department of Defence | Canberra, Australia**

Finance Advisor / Acting Assistant Director (2017 – Current)

The Department of Defence seeks to defend and protect Australia as well as to advance its strategic interests through the provision of military capabilities. Defence aims to promote security and stability and provide support for the Australian community under the direction of the Government. The role of the Defence Finance Group within the Department is to provide a full range of financial advice, services, and systems to the Defence Portfolio.

### Responsibilities

- Central budgeting subject matter expert and support functions.
- Internal and external financial performance reporting.
- Management strategy interpretation and execution – team mentoring and resource allocation.
- Continuous structural improvement, assurance process development and control implementation.
- Building and sustaining key stakeholder relationships to deliver financial management outcomes.

### Achievements

- Planned and coordinated several bi-annual budget exercises involving re-baselining of over \$10 billion of capital acquisition budgets managed across Defence. Designed and distributed complex Excel templates to assist Finance Business Partners with budget journals which cut error rates by 90% and more than halved internal processing times. Developed tools for the review of consolidated journals and trained teams through the execution of our quality assurance plan.
- Re-engineered monthly procedures for new project approvals by interpreting existing policies to shape new business processes. Established communication channels with stakeholders by engaging with them to align our data dissemination procedures with their information requirements. Designed processes to capture relevant information for audit trails and implemented controls to provide effective assurance over transfers.
- Developed tailored dashboards through an iterative approach with the Division head to assist with end of year cash reporting and further stakeholder information requirements.
- Improved efficiency through risk identification, control implementation and process automation to deliver operational excellence in alignment with business objectives and reform strategy.
- Served as subject matter expert for program and project budget queries, regularly liaising with embedded finance staff to resolve issues and drive continuous improvement.

### **Extra-Curricular**

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Treasurer for 2017 Defence Graduate Social Committee

UNSW Basketball Team at City of Sydney Basketball Association

James Ruse Student Representative Council

### **References**

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Available on request.