

ROSELYN HAMILTON

✉ roz_e4@hotmail.com

☎ 040 646 8177

📍 Queens Park, Western Australia

MEMBERSHIPS & EDUCATION

Member Institute of Public Accountants (IPA)

Member Association of Certified Chartered Accountants UK (ACCA)

MA (Hons) Accountancy & Finance

**Current study:
Coding bootcamp – Full-stack web development
Run by: UWA & Trilogy**

KEY SKILLS

- Ability to communicate complex information in a clear manner.
- Highly developed research & analytical skills.
- Ability to translate high-level strategy into operational goals and expected outcomes.
- Proven skills in system development, documentation and implementation.
- Strong systems and process management improvement skills.
- Sensible, practical and approachable.

PERSONAL SUMMARY

A motivated finance professional, with highly developed skills in strategic management, financial analysis and process improvement with a commitment to personal development. Looking to take to take these skills and combine them with a passion for IT and system development.

PROFESSIONAL EXPERIENCE

CHIEF FINANCE OFFICER (2012 – Present) GOVERNOR'S ESTABLISHMENT

Responsible for the Corporate Services function including finance, human resources, IT, legislative compliance and corporate governance.

Key Responsibilities

- Accountable for providing strategic leadership and direction in the delivery of contemporary financial management, business systems, human resources and business services outcomes.
- Aligning business strategies, plans, programs and operations with strategic direction and vision.
- Responsible for ensuring Governor's Establishment meets its financial and accounting obligations.
- Development of financial strategies to obtain the financial resources required to achieve the Office's strategic plan and outcomes.
- Main contact for Audit and State Government including meeting with and reporting to Treasury as well as attending budget estimates at Parliament.
- Reporting to and supporting the CEO as a member of the Executive Management Team.
- Run the internal IT function including the provision of advice and training to management and staff.

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Achievements

- Involved in the development and implementation of a corporate governance framework along with strategic and business plans as part of the Executive Management Team.
- Implementation of TechnologyOne Financials at Governor's Establishment including training, post implementation customisation and system administration to improve the collection of financial data and create efficiencies in reporting to provide a responsive strategic overview of funding and expenditure.
- Overhaul of internal and Government budgets in consultation with Treasury to match figures up with expectations and the creation of line budgeting to follow expenditure and its relation to strategic outcomes.
- Secured circa \$5m in capital funding for Government House including ongoing funding to assist in the maintenance of heritage assets.
- Headed up the procurement, project management and implementation of an EDRMS (Objective) in line with the State Records Act and internal Record Keeping Plans.
- Assistance with Executive Government processes and ceremonial duties of the Governor.

ACCOUNTS MANAGER (2009-2012) **GOVERNOR'S ESTABLISHMENT**

Responsible for the day-to-day management of the finance function and providing advice to the Deputy Official Secretary (CFO). Assistance with other areas of the organisation such as human resource, record keeping and ceremonial functions where required.

Key Responsibilities

- Management of the full finance function (AP, AR & GL).
- Management of State Government reporting.
- Managing relationships and Memorandums of Understanding (MOU's) with Departments providing services free of charge (HR, payroll, finance systems and advice).
- Financial reporting for the department including annual financial statements.

Achievements

- Movement of the finance function from Parliament to Government House including an overhaul of internal controls, reporting, policy and procedures and the implementation of budgets. The result was a finance function that worked better for the department and relieved some of the burden felt by Parliament.
- Opportunity to assist with Executive Government processes and Ceremonial duties of the Governor.
- Introduction of budgets and cash management policies reducing the regular need to request additional funding.

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FINANCE OFFICER (TEMP)

PARLIAMENT OF WESTERN AUSTRALIA (2009)

Key Responsibilities

- Management of accounts payable.
- Liaison with department heads and suppliers.
- Assistance with finance projects where required

Achievements

- Researched and updated the WA Parliament asset system including reporting improvements, staff training and cheat sheets.

SALES LEDGER SUPERVISOR

SCOTTISH AGRICULTURAL COLLEGE (2007-2008)

Key Responsibilities

- Management of sales ledger and revenue collection.
- Financial reporting for management.
- Liaison with external departments and stakeholders to assist in process improvement.

Achievements

- Refinement of several processes including the bulk upload of invoices from regional offices and the processing of customer statements.

PROJECT PAYROLLER – AGENDA FOR CHANGE

NHS NATIONAL SERVICES SCOTLAND (2006)

Key Responsibilities

- Roll out of new pay system within the NHS.
- Calculation of 2 years of arrears for all employees based upon new agreement.
- Testing and improvement of internal systems relating to the project.
- Development of reporting tools to present information in a clear manner and ensure relevant departmental heads in Scotland were informed.
- Liaison with departmental heads to discuss potential outcomes for employees.

Achievements

- Taught myself how to use Microsoft Access to update internally developed systems resulting in more efficient calculation formulas and customised reporting for individual areas of the NHS.

ROSELYN HAMILTON

REFERENCES

Mrs Deborah Hegarty
Official Secretary
Governor's Establishment
E: dhegarty@govhouse.wa.gov.au
P: 08 9429 9199

Mr Robert Kennedy
Executive Director State Services
Department of Premier and Cabinet
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Mrs Carol Buckley AM LVO
Official Secretary/CEO (retired Oct 2019)
Governor's Establishment
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