

CONTACT DETAILS

- ★ Address 39 Gill Street East Fremantle WA 6158
- ★ Mobile (+61) 414 931 937
- ★ Email dingbird@iinet.net.au

QUALIFICATIONS AND PROFESSIONAL AFFILIATIONS

- ★ Graduate of Australian Institute of Company Directors (GAICD)
- ★ Graduate Certificate in Business | Edith Cowan University
- ★ Chartered Accountants Australia and New Zealand (FCA) (trained with KPMG)
- ★ BSc (Hons) Food Technology | Reading University UK

COUNTRIES OF PROFESSIONAL EXPERIENCE

- ★ Australia (WA and ACT)
- ★ Europe (UK, Spain, Finland)

SUMMARY OF PROFESSIONAL COMPETENCIES

OVERVIEW

- ★ Finance and governance professional with comprehensive, hard and soft experience in commerce, not-for-profits and government, and the patience of an ox
- ★ Thrives on adaptability and change, and committed to life-long learning. Inquisitive and comfortable with ambiguity, exercises judgement on issues and solves problems
- ★ Looking to contribute to other commercial, government or not-for-profit organisations.
- ★ Strategy and board experience, energetic, uplifting personality and easy to get on with

SENIOR LEADERSHIP ROLES

- ★ Held director and senior management roles in mid-sized consulting company
- ★ Financial Controller of award winning manufacturer and exporter
- ★ Independent board and compliance committee memberships
- ★ Compliance officer and named responsible officer for investment manager
- ★ Voluntary treasurer, auditor, director and board chair of several not-for-profits

ACCOUNTING AND BUDGETING

TECHNICAL SKILLS

- ★ Business structures
- ★ Cash flow management
- ★ Company secretarial
- ★ Feasibility studies (analysis/reports)
- ★ Critical path analyses (Gantt charts)
- ★ Reconciliations and internal controls
- ★ Purchasing documents and contracts
- ★ Working capital management
- ★ General ledger incl complex journals
- ★ Human resources incl Fair Work Act
- ★ Budgets (reconciled to prior versions)
- ★ Information technology oversight
- ★ Due diligence and reconciliation files
- ★ Management accounts including variance reports and consolidations
- ★ Communication/financial accounts
- ★ Analyses of financial and KPI data

SOFT SKILLS

- ★ Governance including compliance, strategic and succession planning
- ★ Interpreting technical and complex documents eg contracts, legislation
- ★ Confidentiality
- ★ Attention to detail
- ★ Leadership, commitment, loyalty
- ★ Quality reports/correspondence
- ★ Commercial real estate experience
- ★ OHS&E policies and procedures
- ★ Oral presentations
- ★ Report writing and reviewing
- ★ Support for peers and management
- ★ Minimising audit costs
- ★ Brand development, marketing and website management
- ★ Training, counseling, development
- ★ Working with minimal supervision

COMPUTERS AND ACCOUNTING SYSTEMS

- ★ MS Office (Word, Excel, Outlook, Access, PowerPoint)
- ★ Oracle, MYOB, Xero, Attache
- ★ Wordpress, Google Desktop, Google Analytics and Google Adwords
- ★ Custom systems, including installation and parallel running
- ★ Local Area Networks including servers, wireless, printers and LAN-based phones

CHANGE MANAGEMENT EXPERIENCE

- ★ Managed cultural change to build professionalism and financial control
- ★ Managed and led cultural and branding changes in the consulting field, creating a quality control culture featuring open communication and non-threatening review
- ★ Managed and led implementation of open and transparent internal controls
- ★ Created board stability and professionalism as chair, including succession planning

BUILDING RELATIONSHIPS AND STAKEHOLDER MANAGEMENT

- ★ Outstanding interpersonal skills including board cohesion, staff communication, uplifting sounding board, attention to detail and negotiation

PROFESSIONAL EXPERIENCE

September 2016 to Present - Founder 3D Art for Fremantle Inc

- ★ 3D Art for Fremantle Inc (not-for-profit) encourages and resources public art in the Fremantle region and also offers board training for young aspiring WA directors

Role

- ★ Created organisation, compiled all documentation. Subsequently engaged with high profile art professional individuals and organisations to build expertise, visioning etc
- ★ Chair of committee

Achievements

- ★ Produced complying constituting documents, avoiding many future pitfalls
- ★ Established incorporated association, initially with few stakeholders
- ★ Applied for ATO Deductible Gift Recipient (DGR) status
- ★ Built organisation to continue autonomously and to endure for many years
- ★ Built expertise and credibility of board by coopting quality recognised directors
- ★ Agreed in principle for AICD to support young directors in learning board skills
- ★ Received documented support from Aboriginal elders for a quality artwork recognising the Whadjuk Nyoongar people as traditional custodians, as a first project
- ★ Liaised with National Trust and other foundations on DGR issues
- ★ Liaised with major property owners, LotteryWest, Fremantle Council etc re sources of funding and due diligence requirements
- ★ Linking with professional public art managers and foundations
- ★ Currently implementing the first project involving professional concept selection, management and Aboriginal artists

2015 to 2016 – Principal Data Analyst -WA Clinical Training Network – WA Health

- ★ WACTN was a fixed-term Australian Government initiative, hosted by WA Department of Health, to encourage matching of supply and demand for clinically trained staff (particularly through dialogue between clinical trainers and healthcare providers)

Role

- ★ Principal Data Analyst (1 year contract)
- ★ Analysing finance contract KPIs and effectiveness
- ★ Spreadsheet budgeting for commitments and use of remaining funds

- ★ Documenting procurement for training research and rural travel projects
- ★ Monitoring and managing award, execution and acquittal of projects
- ★ Clearing up loose ends re closed Australian Government financing agreements

Achievements

- ★ Assisted in openness and building the section into a team. Previous work had been characterised by secrecy and uncontrolled decision-making
- ★ Financial control for aggregate \$35m funding contracts ending June 2016, to ensure that budgeted financial commitments were taken into account
- ★ Completed management of transformative clinical training projects in 7 months
- ★ Drafted and reviewed WA Health reports and ministerial responses

2010 to 2015 – Director and General Manager - Envobis Pty Ltd

- ★ A significant, nimble and innovative environmental consulting firm employing up to 12 professional consultants covering land, botany, air, water, radiation and noise

Role

- ★ General Manager overseeing job allocation, quality control, change, marketing, finance and all business aspects

Achievements

- ★ Wrote and produced the research report for WA Health on which passive smoking legislation is based worldwide
- ★ Built the business to sales of \$2m pa
- ★ Quality services over many years including for Bunnings, Main Roads, Transperth, Bhagwan Marine, Maersk, Fremantle Ports, Qube
- ★ Full financial control including budgeting – this was especially important with the mining downturn from 2012 onwards
- ★ Created full internal OHS&E documentation such as policies, and standard operating procedures complying with ISO9000 and ISO14000 international standards
- ★ Managed and built enduring relationships with a dynamic team of professionals
- ★ Facilities manager for shops and offices and building chief fire warden
- ★ Supported many professionals who subsequently became leaders and regulators
- ★ Provided environmental support to enable the construction of some of Perth's landmark buildings, facilities and waterways including Mounts Bay Road embankment, KEMH expansion, WASRA Whiteman Park rifle range
- ★ Presented a lecture on acid sulphate soils to chemistry undergraduates at ECU

1999 to 2010 – Director, Compliance Officer and General Manager - Alliance RE

- ★ An unlisted public company licensed by ASIC under Chapter 5C of the Corporations Act
Alliance RE Ltd was responsible entity for three forestry and one olive managed investment schemes (aggregate funds under management approx \$6m)

Role

- ★ General Manager and director overseeing all aspects of the business
- ★ Financial Controller
- ★ Compliance Officer
- ★ Named on ASIC's AFS licence as Responsible Officer

Achievements

- ★ Attracted a first rate board focused on the interests of our investors
- ★ Ensured investors continue to this day with a financial interest, in spite of many other managed investments failing
- ★ Undertook annual plantation inventory and fertiliser formulations which have become the benchmarks for all the plantations in the region
- ★ Maintained the responsible entity's compliance and financial affairs through declining investor participation, changes in tax environment, delays in harvest

- ★ Negotiated tax product rulings with the ATO eg PR 2001/118 – especially to allow planting during the wet season saving over \$1m and preventing plant deaths
- ★ Negotiated the several insurance covers required
- ★ Catalogued obligations to create compliance plans for systemic and non-systematic issues
- ★ Wrote reports, newsletters, financial accounts and website
- ★ Independent member (and alternating chair) of the compliance committee for Entrust Investment Fund (a share MIS) and two property MISs including assisting creating compliance checklists
- ★ Technical presentations on panels and lawyer briefings

PREVIOUS ROLES

- ★ Financial Controller - Kimseed Pty Ltd (Osborne Park)
- ★ Financial Auditor - KPMG (Milton Keynes UK, Bahrain, Saudi Arabia, Perth, Canberra)
- ★ Claims Accountant – Norwich Union (fire and general insurance)
- ★ Production Management - Dean's Farm Eggs Ltd (Aylesbury UK), Batchelors Foods (Sheffield UK), James Robertson (Seville Spain)
- ★ Company Secretary – North Heigham Sawmills (Norwich UK)
- ★ Quality Control – Kraft Foods (Liverpool UK), Chymos (Lappeenranta Finland)

HOBBIES

- | | |
|--------------|------------------|
| ★ Running | ★ Rifle shooting |
| ★ Volleyball | ★ Beer making |
| ★ Languages | ★ Volunteering |

VOLUNTARY ACTIVITIES

- ★ **Chair, Board Member and Treasurer** – Beehive Montessori School Inc.
- ★ **Director** – Fremantle Community Bank
- ★ **Coach** – Claremont PCYC Air Rifles
- ★ **Honorary Auditor** – several small not-for-profit associations
- ★ **Parish Councillor/Churchwarden/Treasurer**
- ★ **Treasurer and Promotions Officer** - IAEA Australian Host Family Association

REFEREES

The following referees may be contacted without further consent:

- ★ **Brendan Robb** – A/Director Workforce – Dept of Health line director **9222 4193**
- ★ **Carol Cheney** – Manager WA Clinical Training Network – Dept of Health line manager **0477 338 538**
- ★ **Barry MacKinnon** – ex WA Deputy Premier and Leader of the Opposition (chair Alliance RE Ltd) **0488 588 863**
- ★ **Rhonda Sheehan** – Principal - Beehive Montessori School (I chaired the school board for nearly 10 years) **0413 608 856**