

DANA KELLY

Finance Officer | Australian Public Service (APS 3-5)

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PROFESSIONAL SUMMARY

Accurate Finance Officer with 3.5 years of experience in accounts payable, accounts receivable, budgeting and financial reporting in Commonwealth agencies. Skilled in the Public Governance, Performance and Accountability (PGPA) Act, procurement compliance, month-end close and audit support. Trusted to handle sensitive financial data and to deliver clear, timely reports. Working towards CPA qualification. Australian citizen, Baseline clearance eligible.

PROFESSIONAL EXPERIENCE

Finance Officer (APS 5) Feb 2025 – Present
Department of Agriculture, Fisheries and Forestry, Hobart TAS

- ◆ Prepare month-end journals, reconciliations and management reports for a \$60M budget.
- ◆ Review invoices and purchase orders for PGPA Act and delegation compliance.
- ◆ Track forecasts and variances, alerting managers to risks and delivering 98% forecast accuracy.
- ◆ Support internal and ANAO audits, providing evidence with zero major findings.
- ◆ Advise program staff on procurement and financial processes.

Accounts Officer (APS 4) Sep 2023 – Jan 2025
Australian Taxation Office, Hobart TAS

- ◆ Processed 500+ payables and receivables monthly with 99% accuracy.
- ◆ Reconciled supplier statements and resolved payment queries within 3 days.
- ◆ Cut overdue invoices by 20% through follow-up and tracking.
- ◆ Prepared BAS and GST reports for internal reporting.

Finance Cadet (APS 2) Mar 2023 – Aug 2023
Department of Finance, Hobart TAS

- ◆ Supported budget data entry, cost centre reports and travel acquittals.
- ◆ Maintained financial files and supported end-of-year processes.

EDUCATION

Bachelor of Commerce (Accounting)
University of Tasmania, Hobart TAS – 2022

VOLUNTEERING

Treasurer 2022 – Present
Hobart Community Sports Club, TAS

- ◆ Manage the club budget, banking and annual reporting for 200 members.

KEY CAPABILITIES

- ◆ Accounts payable and receivable
- ◆ Month-end and year-end close
- ◆ Budgeting and forecasting
- ◆ Financial reporting and analysis
- ◆ PGPA Act and delegations
- ◆ Procurement compliance
- ◆ Audit support
- ◆ Reconciliations
- ◆ Attention to detail

TECHNICAL SKILLS

SAPTechnologyOne

Excel(advanced)Power BIWord

OutlookSharePointTeams

KEY ACHIEVEMENTS

- ◆ Delivered 98% forecast accuracy over 12 months.
- ◆ Zero major audit findings in two consecutive audits.
- ◆ Cut overdue invoices by 20%.

TRAINING & CERTIFICATIONS

- ◆ APS Foundation Program – APS Academy
- ◆ CPA Program (in progress)
- ◆ PGPA Act and Financial Delegations
- ◆ Procurement Fundamentals
- ◆ Excel for Finance Professionals

WORK RIGHTS & AVAILABILITY

Australian Citizen
Baseline clearance eligible

Availability
4 weeks notice; Hobart, hybrid or flexible

REFEREES

Available on request.