

AARON PATEL

Finance Officer | Government of Western Australia (Level 3-5)

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PROFESSIONAL SUMMARY

Detail-oriented Finance Officer with 3.5 years of experience in accounts payable, accounts receivable, budgeting and financial reporting for WA Government agencies. Skilled in month-end close, reconciliations, Treasurer's Instructions compliance and audit support. Trusted with sensitive financial data and known for accurate, timely reports. Working towards CPA. Right to work in Australia; National Police Certificate current.

PROFESSIONAL EXPERIENCE

Finance Officer (Level 4) Feb 2025 – Present
Department of Finance, Perth WA

- ◆ Prepare month-end journals, reconciliations and management reports for a \$45M budget.
- ◆ Review invoices and purchase orders for compliance with Treasurer's Instructions and delegations.
- ◆ Monitor forecasts and variances, delivering 98% forecast accuracy.
- ◆ Support Office of the Auditor General audits with zero significant findings.
- ◆ Advise program staff on procurement and financial procedures.

Accounts Officer (Level 3) Sep 2023 – Jan 2025
Department of Health, Perth WA

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

Finance Assistant (Level 2) Mar 2023 – Aug 2023
Main Roads Western Australia, Perth WA

- ◆ Entered budget data and cost centre reports and processed travel acquittals.
- ◆ Maintained financial files and supported year-end processes.

EDUCATION

Bachelor of Commerce (Accounting)
Curtin University, Perth WA – 2022

VOLUNTEERING

Treasurer 2022 – Present
Perth Community Sports Club, WA

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

KEY CAPABILITIES

- ◆ Accounts payable and receivable
- ◆ Month-end and year-end close
- ◆ Budgeting and forecasting
- ◆ Financial reporting
- ◆ Reconciliations
- ◆ Treasurer's Instructions
- ◆ Audit support
- ◆ GST and BAS
- ◆ Attention to detail

TECHNICAL SKILLS

SAPOracleExcel(advanced)

PowerBIWordOutlook

SharePointMicrosoft Teams

KEY ACHIEVEMENTS

- ◆ 98% forecast accuracy over 12 months.
- ◆ Zero significant audit findings.
- ◆ Cut overdue invoices by 20%.

TRAINING & CERTIFICATIONS

- ◆ CPA Program (in progress)
- ◆ Treasurer's Instructions Training
- ◆ Procurement Fundamentals
- ◆ Excel for Finance Professionals
- ◆ WA Public Sector Code of Ethics

WORK RIGHTS & AVAILABILITY

Right to Work in Australia
National Police Certificate current

Availability
4 weeks notice; Perth, hybrid or flexible

REFEREES

Available on request.