

CAPABILITY STATEMENT

Rebecca Ferry



**Office Manager -
Mildura**

CONTACT DETAILS

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84 Lemon Ave
Mildura VIC 3500

QUALIFICATIONS

- Bachelor Social Science
- BAS Agent

PROFESSIONAL ASSOCIATIONS

- Institute of Certified Bookkeepers

Rebecca has a broad range of experience in a variety of settings. She has been fortunate to work for organisations with a strong social justice and community development focus. Rebecca has strong project management and leadership skills. Her skills also cover areas of budgeting, funding reporting, policy development and, over the last 5 years, has extended her financial training by becoming a registered BAS agent. Like many office managers, she picks up all tasks required, from the small mundane to the unusual.

Rebecca has developed strong communication skills with a diverse range of people and settings. Rebecca is excited by change and believes that no matter how good things are they can always be improved.

Rebecca is looking forward to the exciting road ahead with Pinion Advisory. She embraces Pinion Advisory's ethos of respect, its vision and aims to create a positive legacy for future generations.

Areas of expertise

- Financial matters
- Administrative duties
- Staff supervision
- Policy and procedures
- Financial reporting
- Office management

Professional experience

- Barkly Regional Arts - Finance Manager, 2015–2020
- Tennant Creek Transport - Bookkeeper, 2018–ongoing
- Various social & human services roles in remote Aboriginal communities, homelessness service, early childhood and family service and disability.

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Relevant projects

PROJECT	ROLE	CLIENT	YEAR/S DELIVERED