

CAPABILITY STATEMENT

Sarah Heinjus



Payroll Team Leader

CONTACT DETAILS

1300 746 466
sheinjus@pinionadvisory.com

PO Box 646
Clare SA 5453

QUALIFICATIONS

- Diploma of Applied Science (Medical Radiations)
- Graduate Diploma in Business Administration

PROFESSIONAL ASSOCIATIONS

- Australian Payroll Association

Sarah is a founding employee of Rural Directions. From February 1997 to today, she has been responsible for team leadership, financial account keeping and board reporting, IT problem solving and client liaison.

Sarah provides skills and strengths in leadership, financial recording, communication and client relationships.

She has advanced knowledge of MYOB payroll and accounting systems.

Sarah strives to provide the most appropriate solution to her clients. one of her favourite sayings is "systematise the routine, humanise the exception".

Areas of expertise

- Business administration
- Payroll management
- Team leadership

Professional experience

- Pinion Advisory (Rural Direction - Office Manager, 1997-present)