

# CAPABILITY STATEMENT

## Sarah Heinjus



**Team Leader  
Integrated Office**

### CONTACT DETAILS

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### QUALIFICATIONS

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

### PROFESSIONAL ASSOCIATIONS

- Australian Payroll Association
- Institute of Certified Bookkeepers (ICB) (student membership)
- Association of Accounting Technicians (AAT) Australia (student membership)

Sarah is a founding employee of Rural Directions. From February 1997 to December 2020, she was responsible for team leadership, financial account keeping and board reporting, IT problem solving and client liaison.

Today, she leads the Pinion Integrated Office Team. This exciting development for Australian agriculture, will change the way farmers undertake repetitive bookkeeping, through automation, and link financial and production data together to provide useful strategic reporting in real time.

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

She has advanced knowledge of MYOB, Xero, 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 – Team Leader - Integrated Office, December 2020-present
- Pinion Advisory (Rural Directions) - Office Manager, 1997-December 2020