

# CAPABILITY STATEMENT

## Nikki Maxwell



### **Bookkeeper Client Services**

#### **CONTACT DETAILS**

03 6427 5300  
[nmaxwell@pinionadvisory.com](mailto:nmaxwell@pinionadvisory.com)

43 Formby Road  
Devonport TAS 7310

Nikki has performed the bookkeeping role for various farms along with admin support for Pinion Advisory since her employment. She has recently increased her bookkeeping tasks and now manages three dairy farms.

Nikki is capable and can adapt and prioritise her workload. She is an experienced bookkeeper and is enjoying the challenges that come with the operations of a dairy farm.

### **Areas of expertise**

- Xero accounting
- MYOB
- Accounts payable
- Accounts receivable
- Bank reconciliation
- Administration duties
- Payroll

### **Professional experience**

- Pinion Advisory (Macquarie Franklin) – Bookkeeper Client Services, 2016–present
- Eastside Smash Repairs - Bookkeeper, 2014-2016
- Ecolab - Admin Support, 2007–2010
- Russell-Smith Electrical - Service Administrator 2005-2007