

# CAPABILITY STATEMENT

## Sarah Amos



### Manager Accounts

#### CONTACT DETAILS

0408 340 074

43 Formby Road  
Devonport TAS 7310

#### QUALIFICATIONS

- Certificate III in business administration

Sarah has nearly 20 years' experience in administration and financial management. She leads Pinion Advisory's Accounts Team, managing the company's financial administration tasks and providing support services to consultants, and administrative and bookkeeping services to farm business clients. She ensures that her team is able to provide business support resourcing to meet workflow demands and assists project managers with developing and managing project budgets.

Sarah also plays a key role in project delivery, in addition to her administrative duties. She is the sponsor coordinator for the Red Meat Updates conference, which requires excellent communication, relationship management and time management skills. Sarah also provides coordination support for producer discussion groups delivered by Pinion Advisory's consultants.

Sarah is thorough, organised and is passionate about supporting the Pinion Advisory Team to deliver excellent service to our clients, contributing proactively to achieving the goals of the business.

#### Areas of expertise

- Business management
- Project management
- Event coordination
- Financial reporting
- Payroll and banking
- Account management
- Analytical skills
- ATO Reporting

#### Professional experience

- Pinion Advisory (Macquarie Franklin) – Manager - Accounts, 2012–present
- Devonfield Enterprises - Administration and Payroll Officer, 2010-2012
- Elimatta Hotel - Administration Manager, 2001-2009

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## Relevant projects

PROJECT	ROLE	CLIENT	YEAR/S DELIVERED
Red Meat Updates	Key liaison person for event sponsors, managing invoicing and all sponsor contributions. Event business management (budgeting and reporting)	Meat & Livestock Australia	2018-ongoing
Making More from Sheep and More Beef from Pastures	Financial management – payment of event deliverers and financial reporting	Meat & Livestock Australia	2018-ongoing
Various extension projects	Discussion group coordinator. Assistance with recruitment, event logistics and RSVPs	Various clients	2012-2020
Farm bookkeeping services	Team manager of Macquarie Franklin's bookkeeping services team	Internal	2012-2013
Financial reporting	Financial, ATO and board reporting for Pinion Advisory (Macquarie Franklin)	Internal	2013-ongoing