

CAPABILITY STATEMENT

Natasha MacMillan



Payroll Coordinator Payroll

CONTACT DETAILS

03 6427 5344

43 Formby Road
Devonport TAS 7310

QUALIFICATIONS

- Certificate III – Accounts Administration
- Certificate II – Small Business
- Sea Safety Course – Australian Maritime College

COMMITTEES

- North West Tasmania Kart Club
- Latrobe Swimming Club

Natasha is the Payroll Coordinator at Pinion Advisory and a valued member of the Accounts Team, where she plays a key role in ensuring the smooth and accurate delivery of payroll and financial services.

With a strong background in accounts payable and receivable, financial reconciliations and end of month reporting, Natasha's transition into payroll was a natural progression. Her dual expertise allows her to bridge both functions seamlessly, contributing to the efficiency and reliability of the broader finance team.

Natasha is highly proficient in MYOB Acumatica and MYOB Workforce Management (WFM). She leverages these platforms to streamline payroll operations, maintain compliance with regulatory requirements and deliver timely, accurate results for staff across the business.

Known for her attention to detail, approachable nature and commitment to continuous improvement, Natasha is an integral part of the team—ensuring that both financial accuracy and employee satisfaction remain top priorities.

Areas of expertise

- Payroll
- Accounts
- Office administration
- Customer service
- Accommodation and travel bookings

Professional experience

- Pinion Advisory – Payroll Coordinator, 2020 - present
- Botanical Resources Australia – HR Assistant temp position - 2020
- Discovery Holiday Parks – Front Office Receptionist, 2015 - 2020