

CAPABILITY STATEMENT

Nikki Maxwell



**Bookkeeper
Client Services**

CONTACT DETAILS

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43 Formby Road
Devonport TAS 7310

Nikki has performed the bookkeeping role for various farms along, with admin support, for Pinion Advisory since commencing her employment in 2016. She has subsequently 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 enjoys 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