

CAPABILITY STATEMENT

Mel Stafford



Accounts Officer Accounts

CONTACT DETAILS

1300 746 466
0438 339 399

43 Formby Road
Devonport TAS 7310

QUALIFICATIONS

- Certificate IV in Accounting and Bookkeeping
- Health and Safety Representative (HSR)
- MS Project

Mel is a highly capable Accounts Officer with over 20 years of hands-on experience in financial operations and a strong proficiency in MYOB Acumatica. She holds a Certificate IV in Accounting and Bookkeeping, combining formal qualifications with practical expertise to deliver accurate, efficient and compliant financial support.

In addition to her accounting skills, Mel is well-versed in all aspects of office administration. She brings excellent communication, organisational and time management abilities to her role, ensuring smooth day-to-day operations.

Mel is recognised for her sharp attention to detail, proactive problem-solving approach, and collaborative mindset. She consistently demonstrates professionalism and integrity, making her a valued and trusted member of the Accounts Team.

Areas of expertise

- Finance, accounting, and office admin
- MYOB and Xero accounting Packages
- WHS

Professional experience

- Pinion Advisory (Macquarie Franklin) – Accounts Officer, 2019-present
- TasSpan Civil Contracting, 2016-2019
- Chas Kelly Transport, 2013-2016
- Fairbrother, 1989-2009