

SHORTLIST FOR WATTLE CREEK INDUSTRIAL SUPPLIES

Accounts Assistant / Administration Officer

Keysborough VIC 3173 · Manufacturing & Industrial

204

applications received

118

not a fit

51

partial fit

35

met the brief

8

of those, put forward

Thirty-five of the 204 were shortlisted as a potential fit for the role. We have put eight forward in detail. The other twenty-seven are on file should you wish to see them.

OUTCOME ACROSS ALL 204 APPLICATIONS

Not a fit 118

Partial fit 51

Shortlisted 35

ACCOUNTING EXPERIENCE ACROSS ALL 204 APPLICATIONS

Have worked in Accounting 171

Never have 33

WHY THE 118 WERE NOT A FIT

The work itself was different 63

A different kind of business 26

A different level 11

A different kind of role 18

Of the 204, thirty-three have never worked in accounting. Every application was read, and 186 were assessed against the brief. The largest single reason for ruling someone out was that the work itself was different. Every one of the shortlisted thirty-five has done this job at this level. What varied was the kind of business the work has been done in and the length of some of the tenures. One of the brief's requirements, month-end accruals, is named on twelve of the thirty-five shortlisted CVs.

THESE ARE THE CANDIDATES WE WOULD MEET

01 • Sophie Brennan

8 km from site · CV 01

Accounts Officer, Ironbark Packaging Co · 6 yrs

12 yrs in Accounting · 4 roles in total · 6 yrs continuous with one employer

Advanced Diploma of Accounting

Work rights: Unrestricted · Notice: 2 weeks

Full-function accounts inside a manufacturer. Runs payables of around 350 supplier invoices a month, reconciles two bank accounts and prepares the BAS for review.

ASK

What do you do when a supplier invoice arrives without a purchase order?

02 • Daniel Achterberg

19 km from site · CV 02

Assistant Accountant, Coastline Foods · 3 yrs

10 yrs in Accounting · 4 roles in total · 4 yrs 2 mths continuous with one employer

Bachelor of Commerce (Accounting)

Work rights: Unrestricted · Notice: 4 weeks

Moved from accounts payable into an assistant accountant seat three years ago. Prepares accruals and the month-end balance sheet reconciliations, and covered the finance manager through a period of leave.

ASK

Would a hands-on accounts seat feel like a step sideways?

03 • Rachel Donnelly

5 km from site · CV 03

Accounts Payable Officer, Summit Trade Distributors · 5 yrs

17 yrs in Accounting · 5 roles in total · 5 yrs 4 mths continuous with one employer

Certificate IV in Accounting and Bookkeeping

Work rights: Unrestricted · Notice: none

A payables specialist, wholesale throughout. Processes 450 to 550 invoices a month against purchase orders and runs the weekly payment run unsupervised.

ASK

How do you code freight and non-stock purchases in a stock-heavy ledger?

04 • Mei Lin Tan

15 km from site · CV 04

Accounts Officer, Hollis Engineering · 5 yrs to Mar 2025

Now: Greenvale Garden Centre · Retail

12 yrs in Accounting · 4 roles in total · 5 yrs 3 mths continuous with one employer

Bachelor of Business (Accounting)

Work rights: Unrestricted · Notice: none

Twelve years in accounts, the last five running payables and receivables for an engineering firm across two entities, including month-end journals and the intercompany reconciliations.

ASK

What took you out of accounts last year, and what are you looking for now?

05 • Tariq Rahman

11 km from site · CV 05

Credit Controller, Stonebridge Building Supplies · 4 yrs

8 yrs in Accounting · 3 roles in total · 4 yrs 1 mth continuous with one employer

Bachelor of Accounting

Work rights: Limited · Notice: 2 weeks

Receivables-led. Looks after a debtors ledger of about 280 trade accounts, sets credit limits within delegation and runs a structured monthly collections cycle.

ASK

How do you handle a long-standing customer who has gone past terms?

06 • Joanne Kowalski

22 km from site · CV 06

Bookkeeper, Tallowood Cabinets · 8 yrs

15 yrs in Accounting · 3 roles in total · 8 yrs 5 mths continuous with one employer

Certificate IV in Accounting and Bookkeeping

Work rights: Unrestricted · Notice: 4 weeks

Sole-charge books for a cabinet maker. Payroll for twenty-eight staff, the full ledger behind it, and quarterly BAS prepared for the tax agent.

ASK

After eight years in sole charge, how would you work inside a finance team?

07 · Hamish Lowe

10 km from site · CV 07

Accounts Administrator, Pinewood Plastics · 4 yrs

9 yrs in Accounting · 3 roles in total · 4 yrs 6 mths continuous with one employer

Diploma of Accounting

Work rights: Unrestricted · Notice: 2 weeks

Accounts and administration combined in a small manufacturer. Enters supplier invoices, reconciles the company credit cards each month and covers reception and order entry alongside it.

ASK

How would you split your week between the accounts and the administration?

08 · Graham Whitfield

14 km from site · CV 08

Accounts Officer, Northcote Fixings Supply · 2 yrs

20 yrs in Accounting · 6 roles in total · 9 yrs 2 mths continuous with one employer

Diploma of Accounting

Work rights: Unrestricted · Notice: 2 weeks

Twenty years across accounts, nine of them with one employer earlier in the career. Handles payables and receivables, banks the daily receipts and prepares the month-end creditors reconciliation.

ASK

What has moved you through three employers in the last four years?

That completes the screening. In a live pack, the CV of everyone put forward is attached, in the order shown.

Those put forward are the people we would meet first. The others who met the brief are on file, and we can summarise any of them on request.

If you would like us to take it from here, running interviews and references through to an offer, we pick it up as a continuation: a fixed fee by salary band, from \$5,000, with no engagement fee.

GOT APPLICATIONS TO READ?

Send them to us. *We read every one.*

\$950 ex GST

Per role, paid upfront, however many applications there are.

48-hour target

From your confirmation that the last application is in.

No placement fee

Hire from your screening yourself and there is nothing more to pay.

Sample only. The business, names and details in this pack are invented for illustration. A live pack is confidential to the client it is prepared for. All prices exclude GST. Terms of business at talyn.com.au/terms.