

Jane Suffolk

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Career Objective

To continue to expand my knowledge and skills within the film industry with particular focus on the finance side of film productions.

Employment History

Legendary-Zeus: Godzilla x Kong Supernova

Duration December 2024- Current

Position Petty Cash/Fuel Assistant Accountant

Financial Controller: Gail Marks

Production Accountant: Tabitha Tendolle

Duties

- Perform general duties such as filing, scanning documents, and handling incoming correspondence mainly relating to fuel and petty cash.
- Reviewing financial documents to ensure they are compliant with studio policies and procedures
- Reconciling Petty Cash envelopes in a timely manner.
- Tracking and recording vehicle fuel usage: logging mileage, registrations, fuel expenses. in accordance with FBT regulations
- Data entry into PSL, ensuring correct coding and GST
- Coordinating with departments to ensure correct documentation is received -tax invoices and receipts. While also clarifying spending, coding and managing the opening and closing of floats
- Maintain accurate records of financial transactions and update accounting records as needed.
- Supporting the Petty Cash and Accounts Payable team with any projects or other duties as required
- Liaising with Vendors and other relevant parties as required.

Legendary TV- Hydronaut Australia: Monarch Legacy of Monsters Season 2

Duration June 2024 – November 2024

Position Accounts Clerk

Financial Controller: Mathew Jones

Production Accountant: Nazmeen Dhansey

Duties

- Perform general clerical duties such as filing, scanning documents, and handling incoming correspondence related to accounts.
- Carrying out office ordering such as stationery/food orders/maintaining clean office areas
- Maintain accurate records of financial transactions and update accounting records as needed.
- Liaising with vendors, departments, and other relevant parties as required
- Supporting the accounts team with any projects or other duties as required

Better Choice Home Loans / BNK Banking Corporation

Initial Role

Duration November 2020 – November 2023

Position Loan Processing Officer

Duties

- Liaising with mortgage brokers, funders, aggregators, and other relevant parties
- Processing loans from submission to being assigned to a Credit Analyst
- Reviewing and interpreting documentation provided by brokers to ensure they meet policy requirements.
- Completing credit and IDM matrix fraud checks and reviewing to ensure they meet policy requirements.
- Processing valuations
- Assisting brokers with Property Hub valuations
- Completing employment verification checks on applicants

Secondment

Duration May 2021
 December 2022 – October 2023

Position Loan Processing Team Leader

Duties

- Completing Loan Processing Officer duties
- Training new staff members on company processes and procedures
- Performance managing staff as required
- Regular review of SLA and KPIs for the team and individual staff members
- Supporting BDMs with escalation requests and complaints
- Assisting management with projects and business improvements affecting the Loan Processing Team
- Monthly and quarterly audits of the team's work
- Reviewing adverse accreditation termination notifications from lenders and aggregators

Promotion

Duration November 2023 – May 2024

Position Credit Officer

Duties

- Supporting Credit Analysts and Team Leaders in the processing of loan applications from assessment to formal approval
- Reviewing documentation provided by brokers to ensure the Credit Analysts conditions have been satisfied
- Generating conditional and formal letters of approval to issue to brokers
- Management of each Credit Analysts portfolio of applications ensuring SLAs are met and loans continue to progress
- Completing verification calls with applicants ensuring loan application and income details are accurate for specialist/non confirming loans

Village Road Show

Duration Full Time September 2016 – November 2020

 Casual November 2020 – Current

Position Team Leader – Food & Beverage

Duties

- Allocating staff to designated outlets and restaurants across the park
- Setting shift sales targets and KPIs
- Monitoring labour costs and hours worked and adjusting accordingly
- Onboarding and training of new staff members
- Upskill and renewal training of existing staff
- Providing customer service in outlets and restaurants when volumes required

- Managing inventory and stock levels
- End of day cash reconciliation
- Requesting and managing service requests for machinery
- Supporting management with projects and requirements affecting the food and beverage team

Leisurecom Travel Group

Duration May 2016 – September 2016

Position Sales & Customer Services Officer

Duties

- Telesales of holiday packages
- Upselling existing packages
- General customer service of existing package holders

McDonalds Australia (Noosaville)

Duration October 2006 – September 2014

Position	Initially	Crew Member
	Promotion	Crew Trainer
	Promotion	Shift Supervisory

Duties

- Customer service
- Food preparation
- Staff management during shift
- End of day cash reconciliation
- Rostering
- Weekly stock take and ordering
- Training new crew members

General Skills

- Great written and verbal communication skills
- Excellent organisational and time management
- Strong problem solving
- Great attention to detail
- Auditing skills

Computer & CRM Experience

- Microsoft Office
- SmartPO

- Vista 5
- Adobe-PDF editing
- DPO
- PSL+
- Airwallex
- POS Systems

Education, Qualifications & Training

2021 Certificate IV in Accounting & Bookkeeping
 2014 RSA
 2012 McDonalds Australia Shift Management Course
 2011 Certificate III in Retail
 2008 Certificate II in Business
 2008 HSC

Referees

Taylor Want

Better Choice Home Loans
 Loan Processing Team Leader

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Tabitha Tendolle

Legendary- Zeus Prod AU Pty Ltd
 Production Accountant

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