

GRAHAM F. R. DEAN CPA Personal Resume April 2009

FULL NAME Graham Francis Robert DEAN
EMAIL graham@grdean.com
WEBSITE www.grdean.com
LOCATION Pacific Pines Queensland (Northern Gold Coast), and Alstonville (Ballina) NSW (Northern Rivers)
MOTOR VEHICLE Ford Wagon – I hold a heavy articulated vehicle drivers license (HC)
PERSONAL COMPUTER (Portable Office) Current Core 2 Duo Notebook high speed & RAM Vista Ult.& Office 2007 plus similar desktop system complete with wide variety of business software

PERSONAL DATA:

FAMILY Divorced, three adult children – no dependents
HEALTH Very Good – Regular Gym attendee, no illnesses nor disabilities
INTERESTS **MUSIC & ENTERTAINMENT**
- Guitar & Vocalist Entertainer– **Professional Performing & Teaching, BALLROOM DANCING, ROCK n ROLL DANCING, GOLF,**
Former Commander **QUEENSLAND NAVAL BRIGADE OFFICERS CORPS** (charitable organization) Past Scouts Group Leader, Past Treasurer, Secretary & President of various School & Preschool Councils & Committees

EDUCATION & QUALIFICATIONS

- R.M.I.T Bachelor of Business (Accountancy) 1982
including specialist electives: Management Accounting II, Marketing, Business Finance II , Taxation Planning
- Australian Society of Certified Practising Accountants (CPA Australia)
CPA Status 1987, **Public Practice level** achieved 1993 –updated Dec 2007
- Reckon (Quickbooks) Accredited Partner - Accountant 2007
Reckon (Quickbooks) Professional Partner - Accountant 2006
- MYOB Accounting Systems Professional Partner – Accountant 2006
- Certificate IV Training & Assessment Alstonville Community College April 2009
Train the Trainer course completed with SEC Vic Education 1992
- Financial Planning Certificate Course with Norwich Investments Ltd Melbourne (Dealers Representative status achieved 1989)
- IBM Advanced Computer Systems Analysis & RPG programming
- Various other courses in I.T. & PC computers including Windows 98 & 2000, XP, Dos, Unix, Microsoft Office, Word, Excel, Access, Publisher, Power-point, Lotus 123, Symphony, Word-perfect, Dbase III, Novell Networks, Windows NT Work Groups Dreamweaver, Flash, Fireworks & Website design
- Various Courses in Computer Accounting packages including - M.Y.O.B. (Mind Your Own Business), Premier, Quickbooks, Quicken, Attache, Arrow, Sybiz, Q&A, Horizon, Pastel, Balance, Integrity
- Extensive education & knowledge of Computerised MIDI Music

EXPERIENCE & EXPERTISE SUMMARY**QUALIFIED CURRENT MEMBER OF CPA AUSTRALIA**

- **Financial Control & Management** of organizations of order of \$ 5-20 million T/O and \$ 5-10 million Assets including financial & management accounting, short & long term planning, budgeting, cash-flow reporting & management, payables, receivables, inventory, fixed assets, HR, payroll & IT.
- **Statutory Financial & Taxation Accounting** of Companies both audited & non audited including Consolidations & Group Reconstructions, Trusts Joint Ventures & Partnerships
- Direct negotiation in arranging **Bank, Mortgage & other finance** sources including Bills of exchange L/C's leasing & hire purchase & off shore funding , negotiation & admin of various functions incl. all types of insurance, import & export documentation, foreign exchange transactions, leasing of premises & equip. etc.
- **Management Accounting** & variance reporting of multi divisional & varied businesses including wholesale , retail, manufacturing, import, export, transport, farming, entertainment, hospitality & service activities
- **All Company Secretarial functions** including statutory reporting, companies & trustees statutory minutes, boardroom minutes, ASIC & Corporate Affairs matters registers & lodgements
- **Company Director and/or Secretarial ability & experience**
- **General Management** of organizations of order of \$ 5-10 million T/O and \$ 5 million Assets including **total responsibility for bottom line profit.** & appropriate staff control of order of 100 staff levels, sales, marketing, operations, finance & accounting, short & long term strategic planning, budgeting & cash-flow management, debtors, creditors, inventory, fixed assets, payroll & IT.
- **Budgeting, profit & cash flow planning & control, costing & pricing** for both imported & manufactured products & service sales organization
- All **H/R, payroll & personnel** functions including contracts
- **Training** (both organizational training program development and direct session training presentation)
- **Sales & Marketing** experience, retail & wholesale customer relationships, planning & implementation of programs for sales, promotions, pricing & rate setting for position. etc, **direct marketing** experience, incl. cold calling, telemarketing, leadership & team building
- **Event Management** experience incl. conference & music festival organization, complete logistics mgt.
- Complete control of **IT & implementation of business computer systems** including system design, programming , staff training & management of computer systems including personal , PCs , small, mini & medium business computer systems, extensive personal experience & expertise in **programming & systems analysis** of PC computer systems for use in sales management, pricing, accounting, costing, planning, budgets, word processing, modeling, spreadsheets etc and website & music applications
- Extensive knowledge of **Computer & IT installation, operations & staff training** of extensive range of **business computer software** including Windows XP, 2000, 98, 95, Dos, MS Word, Office, Excel, Access, Power-point, Publisher, Outlook, Lotus 123, Dbase , Organizer, Tracker , & many & varied **Accounting Packages** especially **Quick books, MYOB & Premier** multi-user & other accounting systems.
- **Public Accounting experience** including statutory accounts & preparation of a range of Income Tax Returns
- Extensive experience and capabilities in all forms of **manual bookkeeping** accounting systems, ledgers & books of entry & reconciliations
- Current **Professional Partner** for **MYOB (Mind Your Own Business)** Accounting Software. Current **Reckon (Quickbooks) Accredited Professional Partner – Accountant** (July 2007) covering **Quicken, Quickbooks, Enterprise,** and all the Reckon accounting & business software suites
- Successful **Self Employment/Consultancy experience** in various forms including Business Services Consulting, Marketing, Accounting, IT & Computer Systems Consulting, Entertainment Artist Management , Entertainment Artist Tour & Venue Promotion
- Extensive experience in **Entertainment & Hospitality Industry** as Performer, Musician Director, Artist Management, Recording Production, Promotion & Distribution, Event Venue & Room Management, Theatre Restaurant production, & even Bar & Table Waiting.

EMPLOYMENT HISTORY**July 2006 to Current INDEPENDENT BUSINESS CONSULTANT - Management Accountant & Bookkeeper**

- * Management Accounting Marketing Operations Consulting to SME Business Clients
- * Business Management Accounting, Bookkeeping BAS GST Payroll Services
- * Professional Partner both Quickbooks & MYOB (Mind Your Own Business)
- * Reckon (QuickBooks) Accredited Accountant

I returned to the Gold Coast from Norfolk Island in July 2006 and commenced my own practice as a Professional Accountant & Bookkeeper.

I provide Management Accounting & BAS Services for small to medium business clients including strategic, long & short term planning, management accounting & bookkeeping, product & job costing, budgets & cash-flow forecasting & General Management & Marketing consulting, Accredited Accounting Software Setup, Training & Support for Quickbooks, MYOB & other business software computer systems

During the first six months of trading I gained professional partner status with both M.Y.O.B and QUICKBOOKS and Accounting system software (Dec 2006) and in 2007 advanced to Reckon (Quickbooks) Accredited Professional Partner level as well as completed appropriate training with CPA Australia to update my qualifications in current Taxation in Australia, and qualify & re-gain my CPA Public Practicing Certificate. In April 2009 I completed Cert IV in Training & Assessment.

Aug 1998 - July 2006 PINETREE TOURS Norfolk Island**General Manager & Company Accountant (80 - 100 staff)****South Pacific Island Tour, Entertainment & Hospitality Company**

- Norfolk Island South Pacific Small / Med \$ 5-10 Million T/O (2006 \$)

12 Tour Coaches operating various day & night time tours 7 days per week,

5 Evening Entertainment Show Venues operating up to 6 nights per week

Operates & markets between 4 - 5,000 tour, dinner & show tickets per week

During my time with Pinetree Tours we planned, built and operated

Governor's Lodge Tourist Accommodation Resort including 55 units

(120 beds), restaurant & function room to 4 & ½ star standard.

Responsibilities:

Direct General Management responsible for all facets of the business incl. Sales, Marketing, Operations, Accounting & Finance.

Responsible for bottom line profit.

All Accounting, Reporting & Financial Management functions incl. monthly and year end reporting, budgeting & cash-flow control, tour & show costing, pricing

All Government Statutory Returns & Lodgements. Norfolk Island duty & taxes,

All **H/R Personnel & payroll functions** including Workers Comp Super,

Administration of two computer network systems (I was the resident expert)

1 - Unix reservations system for counter & email reservations groups & individuals.

2 - Windows XP/2000 network for accounting & operations etc using

Microsoft Office, Word , Excel , & Access. MYOB Retail Accounting Payroll

& Asset Mgt. (My experience in MYOB Software is extensive)

All accounting functions were "hands on" with the support of five office staff

Event Management organizing Conference itineraries & Music Festival Organization, including the recently successful **Norfolk Island Rock N Roll Festival**

Direct Venue Management & directorship of the "Night As A Convict" Evening

Musical Theatre Dinner Show up to 4 nights a week (I performed as well, covering all roles from

"The Commandant" through "Sergeant Deano" to "Private Parts"). Over my time with Pinetree Tours

I steered this show to become Pinetree Tours' highest profit earner

Director/actor of Theatre Dinner Mystery Drama "Fletchers Fate"

(one of Pinetree Tours' newest shows already promising to be equally successful)

During my first year as General Manager (2002/3), Pinetree Tours' net profit increased by 50% and then again the following year. I continued to maintain high profitability until Norfolk Island suffered a substantial downturn in tourism from June 2005 due to difficulties with the Island Government's failing airline services.

I resigned my position as fulltime General Manager/Accountant of Pinetree Tours on Norfolk Island (May 2006), opting (in consultation with the proprietors) to return to the Gold Coast for family reasons, but to continue as consultant to Pinetree Tours' in accounting as well as ad hoc Sales & Marketing Consultant from my residence office in the Gold Coast.

I maintained a small number of clients contract accounting & bookkeeping in Australia, (by email telephone, & correspondence), & accordingly, kept reasonably up to date with Australian legislation & methods etc including BAS GST & FBT PAYG, whilst living & working on Norfolk Island.

EMPLOYMENT HISTORY Contd.**1984 to Aug 1998 SELF EMPLOYED ACCOUNTANT & IT CONSULTANT**

During my time with Trevola (see below 1984-1994), the Group underwent substantial change including the sale of its interest in Laura Ashley, the wholesale & manufacturing clothing interests and then developing the Point of Sale Business Megaspaces, which became the Group's primary operation. "In between businesses", I resigned as a full time employee, becoming an independent consultant, and, whilst still retaining my position as the Trevola Group's Financial Controller on a contract basis, I developed outside consulting services mainly in computer accounting software installations, training & projects etc. My Clients included (amongst others):

H & R Block - Gippsland Franchise Tax Consultants & accountants- 3 offices
Best Financial Services Pty Ltd - Melbourne based Financial Planning & Insurance
Creative Acrylics Pty Ltd - Point of Sale Acrylic Fabricators
David Marshall 1st National Real Estate - Melbourne suburban real estate office
Lorraine Duffy Real Estate - Melbourne suburban real estate office
Bynorm Australia Pty Ltd - National distributor motor mowers & parts
Howarde Hinde & Co - Melbourne Chartered Accountants
Queensland Naval Brigade Officers Corps - Naval Charity Organization.

At the same time I was involved in the Entertainment industry as performer, musician, agent & manager (2nd career - I have been performing professionally since the age of 13).

This involvement developed strongly in 1993 / 94 when my partner & I commenced our own Country Music Line Dancing Club, **SILVER SPURS** in Melbourne . This business grew substantially in 1994 to 12 different venues per week from typical small 25 - 50 student level classes to 4 large cabaret club style venues with entertainment including major Country Music guest artists from interstate achieving up to 400 patrons per night.

Coincidentally **Trevola** group's **Megaspaces** Business developed into the \$5 million turnover level into the Nineties and continued to grow. I found more & more demands on my time back at the Trevola Group and I could no longer wear the "two hats". I opted for our own business and resigned from the Trevola Group to become full time involved in the Entertainment Industry.

1994 to Aug 1998**Proprietor / Manager SILVER SPURS LINE DANCE CLUBS
Manager/Musical Director KATHY RAYDINGS & BORDERLINE Country Rock**

Successfully owned & operated Country Music Line Dance organisation **SILVER SPURS** in Melbourne (with my partner) 1994 - 1996 . We built the business to very successful profit levels as the craze developed & reached maturity .in 1995 (12 venues per week). We recognised the decline in early 1996 & sold out before the down slide, moving on to the **Gold Coast** where we completed an 18 month residency performing at the prestigious **Seagulls Leagues Club** in Tweed Heads

BORDERLINE was a touring & recording entertainment group in the Australian Country Music field. Successful Record production & promotion of **Kathy Raydings CD "On Line"** resulted in National Country Music Chart Success enabling Entertainment tours in Victoria through NSW & QLD with performances at major venues, clubs (including **Sydney Opera House**) & Country Music Festivals throughout the Eastern States of Australia.

We have Toured Pacific & South Pacific Islands including Command Performances for the people & the then **President Dowiyogo** & subsequent **President Renee Harris of Nauru** during the Republic's **1993 National Silver Jubilee Anniversary of Independence Celebrations**.

A very successful return tour requested by the **President Dowiyogo** in 1995 resulted in an invitation to personally accompany him on a tour of the **Gilbert Islands & Kiribati** for that Country's Independence celebrations. We have entertained high level dignitaries from all over the Pacific.

During my time on the Gold Coast, I maintained my Accountancy Skills by accepting part time contract assignments (from clerical & computer bookkeeping through to Financial Management functions) as time was available in between Recording, Performance Tours & Entertainment Management commitments. This included independent Financial Planning Representation marketing Line Of Credit mortgage finance packages through a group called Mortgage Busters in Southport.

EMPLOYMENT HISTORY Contd.

Feb 1984 - Dec 1994

TREVOLA GROUP OF COMPANIES.

Multi Divisional Private Company Garment Industry Medium T/O \$ 10 Million (1984 \$'s)

Group Financial Controller / Group Accountant

The group's activities comprised:

Megaspace

Modular furniture & shop fitting, design & manufacture of Point of Sale Display systems in particular Cigarette POS Systems

T/O \$ 7-10 million - Staff 20

Laura Ashley Australia Pty Ltd

Import manufacture & National Chain of Retail Stores marketing Laura Ashley ladies fashion & home decorating products. T/O \$ 5 million - Staff 70-80

Trevola Group Marketing

Manufacturing & wholesale ladies fashion clothing

T/O \$ 2 Million - Staff 30 plus extensive network of subcontractors

WASP Retail ladies clothing stores

T/O \$ ½ million - Staff 5

Photomarker Australia

Import & marketing of DIAZO Pattern copy machines, service parts, supplies and pattern copy service to the clothing & garment industries T/O \$ ½ mill - Staff 3

Computerised Apparel Pattern Production Services

Computerised pattern making service to the clothing & garment industry

T/O ¼ million - Staff 3

Annesleigh Park Stud

Thoroughbred horse & cattle stud farm T/O \$ ½ million - Staff 5

As Group Financial Controller reporting to CEO, external auditors & accountants, bank financiers & international investors & stake holders , I maintained complete control of the Finance & Administration of the Group including all Accounting, Bookkeeping, Budgeting & Variance Reporting, Monthly reporting, Costing, IT & EDP functions, Statutory Accounts including Consolidations, Multiple Company & Trust Tax Returns of the Group entities, Company Secretarial functions of the Group companies both unaudited & audited, assisted by up to 10 accounting & bookkeeping staff.

May 1982 - Dec 1983

POTPOURRI PRINTS PTY LTD. Wholesaler Importer Exporter Fabrics

Melbourne - Medium T/O \$ 5 Million (1983 \$'s)

Company Accountant / Asst General Manager

Accounting & general office admin. Credit management

Cashflow & Budgetary Control Import Purchasing & Export Sales Administration,

EDP management (IBM System34)

Deputy General Management of 25 staff in 3 branches

May 1974 - May 1982

ANSETT WRIDGWAYS National & International Furniture Removal Group - Melbourne

Large Listed Public Company T/O \$ 50 million (1982 \$'s)

1. **Assistant To Finance Manager** General accounting , Company Tax Returns Assets Cash-flow Reporting Corporate Affairs records , Assistance in Corporate Restructure program of 35 companies including liquidations & consolidations
2. **E.D.P. Coordinator** Design programming & implementation of the company's first EDP Computer system (IBM System 32) including Debtors, Creditors, Sales, Purchases, Cash & Budgets. Development of System ,Training of staff & supervision of operations
3. **Management Accountant** Operating & finance budgeting, design & implementation of Costing & Pricing systems, International Debtors & Creditors Import & Export accounting, Subcontractors costing & rate setting

Dec 1972 - May 1974

LM ERICCCSON PTY LTD

Telecommunications Manufacturer -Melbourne

Large \$ 100 million T/O (1974 \$)

Senior Accounts Clerk

General accounting & book keeping, cash-flow reporting, accounts receivable & payable etc

June 1970 - Dec1972

N C RUNDLE & CO

Melbourne Chartered Accountants

Small 2 Partner Accounting Practice

Trainee Accountant

General client accounting & book keeping, taxation, company secretarial & audit duties