

SPELL CHECK & GET  
SOMEONE TO PROOF READ

## NAME

## PERSONAL DETAILS

### Contact details

Address

Phone

Email

Don't forget current & correct contact details. Also, have a professional voicemail message & email address!

### Education

2001

Bachelor of Commerce – Accounting  
Macquarie University

1996

Certificate in Accounting  
TAFE NSW

1996

Higher School Certificate  
XXX High School

First time passes? High TER? Distinctions? Important to state this & differentiate yourself.

### Professional Qualifications

CA Australia, 2003

First Time Passes

### Systems Skills

MS Word, Excel, Monarch, MYOB,  
SAP, Oracle

What systems have you had experience of?

## CAREER HISTORY

### Sep 2001 – Present

Position

XXX PTY LIMITED

Financial Accountant

XXX Pty Limited is a worldwide leader in IT Software, employing 800 people, with a current turnover of \$XXXmillion.

Responsibilities:

- Preparation of monthly financial reports for 19 Business Units.
- Including foreign exchange, equity and consolidation accounting.
- Preparation of income tax returns
- Instalment activity statements
- Annual financial statements for a group of reporting entities.
- Liaising regularly and preparing reports with/for Management Accountants.
- Month end reporting including:
  - Maintaining the general ledger
  - Posting reconciliation journals
  - Performing reconciliations for bank, commissions, debtors, creditors, revenue and expenses.
  - Consolidation accounting for Business Units
  - Producing board report for XXX Pty Limited, XXX Pty Limited and XXX Pty Limited

Remember, not everyone knows who/what your company does. A brief line to confirm turnover, your department & line of business.

- Producing consolidated board report for XXX Pty Limited
- Month end reporting is completed for the XXX Pty Limited, XXX Pty Limited, XXX Pty Limited, XXX Pty Limited, XXX Pty Limited and XXX Pty Limited. A total of 19 entities.

- Preparation of tax returns for above entities
- Preparation of annual financial statements for above entities
- Preparation of dealers license returns for dealer groups
- Monitoring of cash levels within dealer groups
- Reconciling board report information to legal entity results
- Completing adhoc task for management accounting/corporate accounts

#### Achievements:

- Reducing number of days required to complete XXX Pty Limited month end reporting from 5 days to 2 days. This was achieved through the development of a process between XXX, management accounting and XXX Pty Limited commissions and the implementation of a month end review process to ensure all outstanding items are cleared within 45 days.
- Increasing month end workload from 1 dealer group (being Retirement) to 3 dealer groups (being XXX Pty Limited, XXX Pty Limited and XXX Pty Limited) plus 2 administration entities. Please note Financial Investment Management Group consists of 13 entities that XXX consolidated as part of the month end process.
- Consistently meeting month end timetables, which require all entities to be completed by 6 working days.

What is an achievement? Ensure it is quantifiable & measurable. If you reduced time or costs or created revenue, this is an ideal place to state it

**Jan 1997 – Aug 2001**

Position

XXX CHARTERED ACCOUNTANTS

Business Services Senior

Medium sized firm with six partners based across 8 locations in Australia.

Responsibilities:

- Preparation and supervision of financial reports
- Income tax returns
- FBT returns
- Business Activity Statements
- Variety of clients including large, public and international companies.
- Prepared monthly and quarterly management reports and payroll functions for a number of clients.
- Monitoring and controlling workflow of junior staff.
- Provided MYOB training and installation services for clients.

