

PREPARE A WINNING RESUME - Finance

Personal Details

You are not obliged by law to include information on age, marital status or nationality.

Contact Numbers

Always include your telephone number and address.

Academic Results

Be specific about your education and professional qualifications. State your school and if aged under mid-twenties include your results and grades. Likewise include your university, course, date of graduation and academic results. As a guideline you generally want to highlight your academic achievements and play down your disasters.

Professional Qualifications

State your professional qualifications together with the date of your qualifications and any prize gained.

Computer Skills

Computer skills are the new business language and you should definitely indicate your proficiency in the various programs. If you have poor or no computer skills, then exclude any reference to such skills.

Languages

If you are fluent in a language, particularly an Asian language, you should include this skill and your proficiency.

Interests

This can help at interview stage to find a common talking point.

DAVID SMITH

PERSONAL DETAILS

Date of Birth 20 January, 1979

Marital Status Married

Nationality Australian

Residence 11 Brown St, Palm Cove QLD 4879
H: (07) 4012 3456 M: 0412 123 456
dsmith@bigpond.com

Education **Bachelor of Business, 2000**
James Cook University, Cairns
Majors: Accounting, Economics
Achievement: Credit average

Senior Certificate, 1996
Smithfield State High School

Professional Qualifications ACA, 2003

Computer Skills Conversant with:
- Excel
- MYOB
- QuickBooks

Languages Mandarin - Basic

Interests Water sports, music

Current Position Financial Controller
XYZ Industries Pty Ltd

DAVID SMITH

CAREER HISTORY

Mar 2003 – to date **XYZ INDUSTRIES PTY LTD, CAIRNS**

Company Description XYZ Industries is a \$50m turnover group with manufacturing facilities in Australia & New Zealand (www.xyz.com.au)

Position (2) **Financial Controller (Feb 2005 – present)**

Responsibilities
-Overseeing the operations of the accounting department
-Fully responsible for all the financial and statutory accounting for the Group
-Responsible for monthly and quarterly management reporting, including presentation of results at board level
-Taxation returns including liaison with external tax advisors

Achievements
-Successful involvement with the acquisition of a \$2m turnover business in Ravenshoe
-Implemented a new PC based system for forecasting and variance analysis

Position (1) **Senior Financial Accountant (Mar 2003 – Feb 2005)**

Responsibilities
-Preparation of company and subsidiary financial accounts
-Involvement with the preparation of the statutory returns
-Involvement in PC modelling exercises as requested by the Financial Controller

Feb 2001–Feb 2003 **JANE SMITH & PARTNERS, INNISFAIL**

Company Description Jane Smith & Partners is a medium-sized firm of chartered accountants with three offices in Queensland (www.jspartners.com.au)

Position **Trainee up to Audit Manager**

Responsibilities
-Planning, controlling and reviewing audit and related tax work
-Involvement in due diligence work prior to an acquisition by a public company client
-Involvement in the recruitment of graduates into the firm
-Direct supervision of up to four members of staff

Achievements
-Identifying a \$50,000 fraud in a distribution client
-Suggesting improvements to the firm's internal systems that saved \$10,000 per annum

REFERENCES Available upon request

Employer Description

Describe your current employer concisely, i.e. size, market sector, turnover if applicable, as this informs the reader and gives them a frame of reference. Include the business website.

Position Title

Display your most recent job first and then work chronologically backwards (using months and years in the dates) giving less space to earlier jobs. Since space will be at a premium your objective must be to inform and excite the reader.

Responsibilities and Achievements

Whenever possible include the experience relevant to a particular job and always quantify your responsibilities so that employers can quickly identify how you can add value to their business.

References

References do not have to appear on the resume although be prepared to provide references on request. It may be a good idea to state that you have business reference available.