

Your Name**email@address.com.au**

0400 000 000

99 Example Street, Example Town, Example City, 2000

PERSONAL STATEMENT

I'm an experienced Accountant looking for a new opportunity within a large or small operation in Adelaide.

I have previous experience in corporate accounting and small business accounting.

Technical Skills

- Outlook
- Word
- Excel
- PowerPoint
- Access
- Sage Line 50 Financial Controller
- Client Manager
- Payroll Bureau

Certificates

- Association of Chartered Certified Accountants (ACCA)

Memberships

- National Institute of Accountants (NIA)
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EDUCATION

- University Of Example Town
BSc **Accounting & Finance** (2:1)
- Example College
HSC – **Math's** (A), **Business Studies** (B), **ICT** (B)
- Sydenham School
SC including **Math's** (A), **Business Studies** (A), **English** (A)

EMPLOYMENT**Financial accountant**

ABC Banking worldwide | Perth

MM-YY > MM-YY

Achievements

- Established and maintained an effective system for analysing and reporting on operating and capital expenditure over 6 countries.

- I Deal with a turnover of over £25 million per year
- I prepared revenue budgets, forecasts and plans Marketing Managers

Assistant Accountant

One Global | Darwin

MM-YY > MM-YY

Achievements

- I was in charge of the reconciliations for 3 large bank accounts
- I recovered £2.1 million in outstanding debts from clients.
- Worked successfully with lead 3 junior accountants in completed two quarter end close procedures in extreme deadlines.

Accountants Assistant

Accounts Global | Brisbane

MM-YY > MM-YY

Achievements

- I produced the Monthly bank reconciliations of the 8 bank accounts posting all transactions to the ledgers.
- I was in charge the company patty cash during my time Accounts Global
- I dealt with the weekly payments 200 suppliers.
 - Fortnightly staff Expenses
 - Fortnightly payment of invoices for groups overseas companies

PERSONAL INTERESTS

Shopping | Traveling | Reading | Golf | Table Tennis

REFERENCES

References are available on request.