

# An Another

6 Anon Street, Any Town, Co. Wherever

Email: [anoni@gmail.com](mailto:anoni@gmail.com)

Date of Birth: 4<sup>th</sup> April, 1980 Mob: + 353 87 123 4567 H: +351 1 234 456 7

Highly skilled fully qualified Financial Accountant and has varied experience in Industry in both large and medium sized companies looking for a new opportunity within the financial services industry

## REFEREE DESCRIPTIONS

---

“Lisa is a highly-skilled, highly-motivated person. She makes things happen. When you employ her, you get someone who will always go the extra mile for your company. I can’t recommend her highly enough” – *AN Other, ABC Co. Ltd.*

## KEY ACHIEVEMENTS

---

- Received highest grade in ACCA exams
- Introduced a new IT system to the company (2009)
- Played an key role in introducing cost savings to company in terms of spending, budgets and investments

## EMPLOYMENT HISTORY

---

**Financial Accountant**                      **An Another Manufacturing Company**  
**X Street, Co. X**

**Dates:**    2000 to date

- Preparation of detailed management accounts for all group companies.
- Preparation of annual budgets for all group companies.
- Ensuring adequate procedures and internal controls are in place to maintain proper books of account.
- Reconciliation of PAYE/PRSI and VAT control accounts to outstanding returns.
- Presenting of accounts figures to management team which involves consultancy and advice on direction on financial matters.
- Preparation of year end accounts and liaising with auditors.
- Liaising with the Bank, Auditors, the Revenue Commissioners, and other external persons or bodies to ensure statutory and regulatory compliance.
- Management of staff within the finance and administration department.
- Presenting key information on budgets and cost saving measures to management team on a weekly basis.
- Advising partners on all aspects of spending and investments within the compan

**Financial Accountant**                      **An Another Manufacturing Company**  
**X Street, Co. X**

**Dates:**    2000 to date

- Preparation of periodic balance sheet for submission, review and approval by parent company in Dubai.

- Reporting directly to the Financial Controller
- Day to day responsibility for controlling and explaining all movements on all balance sheet accounts in the general ledger.
- Preparation of statutory accounts and corporation tax submissions for our company
- Participation as super user in capital projects and financial reporting areas in major SAP development project implemented in June 2004.
- Supervision of three accounts staff.

**Financial Accountant**                      **An Another Manufacturing Company**  
**X Street, Co. X**

**Dates:**    2000 to date

- Preparation of monthly accounts for submission, review and approval by parent company in Paris
- Preparation of quarterly accounting package required principally illustrating the make up of balance sheet accounts.

**Financial Accountant**                      **An Another Manufacturing Company**  
**X Street, Co. X**

**Dates:**    2000 to date

- Employed as senior accountant, involved in the audit of major client assignments involving multinational companies in healthcare, manufacturing and service industries and large to medium sized indigenous companies in both manufacturing and service industries
- Involved in preparation of accounts of local sole traders (both incorporated and unincorporated) for the first eighteen months to two years

## EDUCATION

---

19964    **ACCA**  
 Institute of Certified Chartered Accountants in Ireland

1991    **Diploma In Business Studies**  
 IT Sligo  
 Second Class Honours Grade 1 (68.1% average)

1990    **Leaving Certificate**  
 An Another Secondary School, Dublin

## REFEREES

---

Referees available on request