

An Another

6 Anon Street, Any Town, Co. Wherever

Email: anoni@gmail.com

Date of Birth: 4th 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

