

## EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

### Accounting & Finance

#### EXAMPLE 1

##### PROFILE

---

Possessing a Bachelor Degree in Accounting and CPA qualifications I have solid experience in Financial Management, Accounting and Audit gained with Big 4 firms locally and overseas.

I have successfully established a career in audit and management accounting with multinational clients including the manufacturing and distribution sector. In my previous roles, I have implemented procedures, policies and internal controls that simplified business processes and produced financial / audit reports that comply with accounting and audit standards.

##### SKILLS & ATTRIBUTES

---

###### Financial Accounting, Systems and IT

- Strong commercial acumen with focus on responsibility for full financial reporting, variance analysis, budgets and forecasts
- Sound financial and business management expertise including management of General Ledger, Accounts Receivables, Accounts Payables, Fixed Assets and Payroll functions
- Advanced IT competency with ERP business tools, accounting, budget and payroll software, including system administration responsibilities
- Excellent understanding of current business tax legislation with focus on Individual / Business Income Tax, PAYG, Payroll Tax, GST and FBT
- Solid audit background obtained from a Big 4 Audit Firm, with experience in business assurance, internal control process review and consulting

###### Management and Cost Accounting

- Analysing financial performance of business units, provide reports and advice leading to achievement of revenue targets, cost reduction and improved margins
- Activity-based costing, estimation for projects, contracts and tender documents, accounting for inventory including coordination of annual stocktakes

###### Communication

- Excellent communication, able to deal with different levels of management including presenting financial information to Senior Executives
- Strong report writing capabilities with focus on financial and audit reports, manuals, policies and procedures, tender documents and funding agreements
- Ability to liaise with internal and external customers, stakeholders, banks, statutory and regulatory bodies

###### Interpersonal

- Excellent organisation and time management skills, able to manage and prioritise workload to meet deadlines
- Reliable and customer-focussed with commitment to contribute to overall organisation KPI's
- Self-motivated, flexible, with capacity to work independently, or as part of a team and in a wide range of work environments across different industries
- Proven problem solving abilities, including analysis of complex and challenging issues to provide workable solutions

# Accounting & Finance

## EXAMPLE 2

### PROFILE / CAREER OBJECTIVE

---

Certified Practising Accountant with many years' experience in a variety of organisations, ranging from a Big 4 auditing firm to service, manufacturing and education in recent years.

I am seeking a Senior Financial / Management Accounting role on a permanent or contract basis, which will utilise my proven leadership abilities and broad ranging experience including budgeting, financial accounting and management reporting, cost analysis, auditing (IT and financial), and computing systems.

### SKILLS & ATTRIBUTES

---

- Managing and mentoring staff with a motivating style, ensuring team success
- Monthly and year-end profit loss and balance sheet Board reporting
- Strong budgeting and forecasting experience in manufacturing and government organisations
- Statutory and taxation reporting including BAS, FBT and government grant acquittals
- Extensive experience in financial and IT audit using systems-based audit methodology
- Cash flow, debtor and creditor management
- Highly motivated, self-starter and ability to work without supervision
- Proven ability to work as part of a team
- Interpreting and administering legislation, policies, procedures and standards
- Well-developed verbal and written communication including the preparation of management reports, policies and procedures
- Effectively liaise with staff, senior management and external stakeholders including the ATO, Auditor General's Office and Australian Customs
- Organised, logical and analytical in decision making
- High integrity, conscientious, loyal and reliable
- Excellent computer literacy - MS Excel, Access, MYOB, MS Project 2000, XLOne
- Systems Administrator for Technology One and BIS

# Accounting & Finance

## EXAMPLE 3

### PROFILE

---

Having completed a Bachelor of Commerce with a major in Accounting I am now studying towards my CPA. I have been the Assistant Accountant with XYZ Company for the past 5 years, involved in a broad range of general ledger reconciliations, budgeting, tax and statutory reporting. My earlier career was in retail and hospitality where I had supervisory responsibilities.

### SKILLS & ATTRIBUTES

---

- Financial accounting and statutory reporting including FBT, BAS, Workcover and Payroll Tax
- Preparing timely monthly General Ledger and Balance Sheet reconciliations and reports
- Day to day operations of both the Accounts Receivable and Payable functions
- Strong analytical and problem solving capabilities
- Decision making and leadership abilities developed from past managerial and supervisory roles in retail and hospitality
- Highly developed verbal & written communication with a proven ability to liaise with people at all levels both internally and externally
- Time management, multitasking and prioritizing to meet deadlines
- Solid organisational and planning with a proven ability to work under pressure in a busy changing environment
- Great team player who can also work autonomously
- Flexible and adaptable employee with an excellent work ethic
- Honest, loyal and reliable
- Enthusiastic and highly self-motivated
- Sound computer literacy including Microsoft Office Excel, Word, Outlook and PowerPoint and specialist financial software including Finance 1, Sun Systems
- Experienced in operating multi-systems simultaneously

# Accounting & Finance

## EXAMPLE 4

### CAREER OBJECTIVE

---

I am currently seeking a role such as Bookkeeper, Accountant or Finance Officer, where I can fully utilise my proven financial skills and career experience to date. My preference is for full time work, but I am very flexible in relation to working on a contract basis.

As I am planning to commence further tertiary studies in Counselling and Social Work in 2021, finance roles in Local Government, the Not-for-Profit and/or Community sectors where the organisation is involved in the provision of youth services at a grass roots level, would be of particular interest.

### SKILLS & ATTRIBUTES

---

- A self-motivated individual, with a strong work ethic and a 'can do' attitude, who brings abundant drive, commitment and energy to all tasks
- Great communication and interpersonal abilities to forge strong relationships with key stakeholders, including colleagues, client groups, service providers and the general public
- A fast learner, able to integrate quickly into new work environments and relate well with people at all levels
- Excellent financial literacy with strong attention to detail and accuracy which has underpinned my success in financial roles to date
- Highly organised and reliable with excellent time management, team leadership and coordination and project management abilities
- Able to multi-task and deliver results under pressure, whether working independently or within a team environment
- Proven initiative in planning and managing projects, including directing others and delegating tasks effectively to ensure outcomes are successfully achieved
- Efficient office administration and computer literacy, with expertise in relevant software:
  - Attaché
  - ADP Payline
  - IMIS Membership System
  - Microsoft Office including Word, Excel, PowerPoint and Outlook

# Accounting & Finance

## EXAMPLE 5

### PROFILE

---

A Senior Finance Manager with experience in commercial management, reporting, analysis, systems implementation and a track record of driving sound operational and strategic business outcomes, which are based on reasoned and factual decision making. Sector experience includes medium to large organisations within health, financial services and wealth management, agribusiness, emergency services and contract roles in shipping, airlines and chartered accounting.

### CAREER OBJECTIVE

---

I am currently seeking a senior finance role to lead and influence business change by utilising my experience, leadership and advanced analytical and commercial skills to drive strong financial performance.

### SKILLS & ATTRIBUTES

---

- Management of Corporate Services and Finance functions, with emphasis on partnering across the business to achieve joint outcomes
- Strategic and operational planning, by working with staff to set clear objectives that can be measured and reported
- Establishing relationships with people across all levels of an organisation
- Advanced interpersonal and communication abilities, with capacity to liaise well with a variety of stakeholder groups and individuals at all levels
- Highly competent at leading and developing small work teams and providing advice, training direction and support to manage and prioritize overall workload
- Pragmatic and flexible in meeting challenges and dealing with people
- Accustomed to performing well under pressure and responding in a clear and decisive manner to urgent requests and situations
- Effective in re-engineering processes to achieve greater efficiencies
- Self-motivated, methodical with an eye for detail

# Accounting & Finance

## EXAMPLE 6

### CAREER OBJECTIVE

---

I am seeking a challenging Senior Financial / Management Accountant role where I can fully utilise my expertise in budgeting, cash flow forecasting, profit & loss and balance sheet reporting, capital expenditure performance and financial analysis.

### KEY COMPETENCIES

---

#### **Financial Leadership**

A self-motivated individual, with a strong work ethic, excellent financial literacy and comprehensive analytical, budgeting and statutory reporting skills that have underpinned my success in corporate financial roles to date, chiefly in manufacturing and construction

#### **Management Reporting**

Extensive management reporting experience as demonstrated by developing high quality Monthly Management Reporting packs which added value to the overall business and resulted in improved, standardised, relevant and comparable business reporting across all business divisions

#### **Financial Reporting**

Wide financial accounting experience as evidenced in preparing timely monthly Profit & Loss and Balance Sheet reports, half-yearly and annual statutory, accounts, FBT and insurance declarations

#### **Communication**

Strong and articulate verbal and written communication, matched with a proven ability to liaise at all levels, both internally and externally

#### **Interpersonal**

Self-motivated, industrious and energetic, with the demonstrated capacity to lead and motivate specialist teams and introduce new processes that will achieve positive results and savings

#### **Computer Applications**

Skilled in usage of Microsoft Office and specialist financial software, including Oracle; Hyperion; AccPac ; Holo; Cognos; Excel; Word; PowerPoint, Ausvantage, Incharge, Thompson Reuter FBT