

ADVICE ON PREPARING OR UPDATING YOUR RESUME

With 140+ years of accounting recruitment experience across our team of consultants, we have read thousands of resumes, some great and some that could benefit from our helpful feedback.

To assist you to prepare either your first resume or update your current one, we have put together a checklist for you to use along with what a well put together resume should look like (page 2 below).

Checklist to consider as you write or update your CV:

- Your resume should be easy to read, and our suggested format would follow this order: -
 - Personal information
 - Education, Qualifications and Memberships
 - Work experience starting with your most recent job first with the information set out in this order:
 - Brief information on the company
 - Responsibilities
 - Achievements
 - Systems experience
 - Interest and Hobbies
- Ensure the years of completion are listed on your qualifications, as well as the Institute and location.
- Add the completion years of your Memberships – are they still current?
- Start with your most recent role at the top and work backwards.
- List month and year of employment dates on every role – e.g., February 2021-June 2023
- Fill in any gaps in your history with a short explanation – e.g., Feb–December 2022 – Travelling SE Asia.
- Be honest, accurate and succinct with the information you include.
- Be clear on whether you were responsible for a task or if you assisted with it.
- Do not include company specific acronyms or abbreviations that readers will not understand. Acronyms or abbreviations related to your profession are perfectly OK.
- Be descriptive and use facts and figures. E.g.
 - Company description** - list revenue of business, total employees, local or global enterprise etc.
 - Duties** – number of staff & positions you supervised. How many invoices do you process per week, month-end close in 5 days etc.
 - Achievements** – streamlined month-end process and saved 1 day compared to prior close timeline. Spotted an error which led to a \$100,000 rebate. Promoted after just 6 months etc.
- Generally, the further in the past the job, the less detailed you need to be, but don't leave out the important responsibilities that relate to the career path you are undertaking.
- References are not required to be included on your resume. These are normally provided once you are nearing the job offer stage.
- Proofread** from top to bottom. If your written communication skills are not your strength, use a free tool such as Grammarly to help you.
- Finally, try to update your resume on a regular basis – it is amazing how easy it is to forget specific projects or achievements as time passes.

This resume template has been designed by Richard Lloyd Accounting Recruitment as a guide only and is based on our 140+ years of accounting recruitment experience.

NAME

Home Suburb: (**Note** – your full home address isn't required)

Mobile Number:

Email: (**Note** - this should be your personal and not your work email address)

Qualifications

Year of Completion

Professional Qualification, Institute, and location

Note - If you are still studying, state where you are with your progress.

Year of Completion

Degree Qualification, Institute, and location

High School

Note – Remember to highlight any specific academic achievements that relate to your career.

Professional Experience

Month & Year of when you started to Present (or the date you finished)

E.g., February 2022 - Present

Company Name – ABCD Enterprises

Insert a short summary of what the company does, is it international or local, revenue size, staff numbers etc.

Current Job Title – Finance Manager

Note – if you have progressed through various job titles, list them with dates to demonstrate your progression – see example on the next page.)

Key Responsibilities: (Examples only)

- Direct report to the CFO. Oversee and manage all aspects of the day-to-day operation of the finance department.
- Manage, motivate, and train a team of 2 finance staff (1 AP Officer and 1 Financial Accountant).
- Oversight of the month-end process includes ensuring the completion of the General Ledger and Balance Sheet reconciliations and production of the P&L statements.
- Completion of the commentary around variance to budget.
- Cashflow forecasting.
- Preparing the annual statutory accounts.
- Submitting taxation returns such as BAS, FBT, GST and liaison with the external tax firm and auditors.
- Oversight of the company's finance system – NetSuite.
- Providing commentary and analysis of the company's performance to the management team.
- Business partnering and providing financial advice to Managers regarding initiatives to improve the company's financial performance.

Achievements:

Note:

- Insert in bullet point form (e.g., promotions, awards, acquisitions, improvement project involvement)
- Make each achievement numerically relatable, tangible and quantifiable e.g., \$ cost savings, time saving, etc.

Note - repeat the above format for all roles you have worked in.

Systems

- Detail all systems used and level of competence. E.g., Can do VLookups, Pivot tables or macros in Excel?
- Add any systems implementation experience if relevant.

Interests and Hobbies

List below and bring yourself to life outside of work.

EXAMPLE OF WHERE YOU HAVE HAD MULTIPLE JOBS IN THE SAME COMPANY

If you have been promoted within a company, make sure you demonstrate this clearly.

Here is an example of how to represent the information to allow for easy understanding:

August 2019 – Present (*Note – this is the total time working for the business*)

Company Name – ABCD Enterprises

Insert a short summary of what the company does, is it international or local, revenue size, staff numbers etc.

June 2021 – Present – Financial Accountant

Key Responsibilities:

- *Preparation of monthly financial reports covering balance sheet, profit and loss, internal management reports and cashflow statements*
- *Managing the general ledger including overseeing the monthly balance sheet, banking, and inter-company reconciliations*
- *Completion of the monthly accruals, journals, fixed assets, and depreciation schedules*
- *Etc.*

Achievements:

- *Played a key role in the implementation of NetSuite which improved reporting timelines by 30%.*

August 2019 – June 2021 – Assistant Accountant

Key Responsibilities:

- *Preparation and processing of month-end reporting up to the trial balance stage*
- *Processing of accruals, prepayments, and subsequent journals*
- *Etc.*

Achievements:

- *Promoted to Financial Accountant in under two years.*
- *Winner of STAR performer award in recognition of going above and beyond 3 months in a row.*