

## 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. Preparation and presentation of month reports to the Board
  - 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 from Financial Controller 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

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

### Career Summary (optional)

2018 – Present	ABCD LTD	CFO
2012 – 2018	GDT	Group Financial Controller
2010 – 2012	GDT	Commercial Manager
2006- 2010	Hattersley & Co	Senior Accountant
2002 – 2006	KPMG Sydney and Malaysia	Graduate through to Senior

### Professional Experience

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

*E.g., February 2022 - Present*

**Company Name**

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

**Current Job Title – Chief Financial Officer**

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

### Key Responsibilities

#### **Financial Management** (*Examples only*)

- Consolidating 12 Asia Pacific countries into the monthly and quarterly management pack.
- Preparation of monthly reports for the Australian business and analysing results against annual business budgets and forecasts including the reporting.
- Analysis of Monthly revenue, gross margin and overheads for the Asia Pacific business.
- Preparation of annual and half yearly statutory accounts.

#### **Governance/Compliance** (*Examples only*)

- Reviewing quarterly distribution calculations.
- Liaison with external auditors.

#### **Tax** (*Examples only*)

- Preparation of BAS, FBT, statutory (full year) accounts and Company tax returns.
- Liaison with Deloittes (example only) on external tax matters.
- Involvement in Research and Development grants.

#### **People Management** (*Examples only*)

- Manage coach and train Finance Team. (Include the number and level of staff members).
- Providing effective leadership and direction to the group accounting operations.

**Treasury**

- *Insert any responsibilities if applicable.*

**Process Improvements**

- *Insert any responsibilities if applicable.*

**Business Partnering/Strategy (Examples only)**

- *Advising, consulting, and mentoring Finance Managers in the Asia Pacific Region*
- *Working closely with CEO, on refinancing the asset stream.*

**Banking/Funding**

- *Insert any responsibilities if applicable*

**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., 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 2010 – October 2018** (*Note – this is the total time working for the business*)

**Company Name – GDT**

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

**June 2012 – October 2018 – Group Financial Controller**

**Key Responsibilities:**

- *List responsibilities as per the format on the previous page*

**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.*

**August 2010 – June 2012 – Commercial Manager**

**Key Responsibilities:**

- *List responsibilities as per the format on the previous page*

**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:**

In the above example, if the 2 jobs had similar responsibilities, you could represent in the following format:

**June 2012 – October 2018 - Group Financial Controller**

**August 2010 – June 2012 - Commercial Manager**

**Key responsibilities:**

- *Responsibility 1*
- *Responsibility 2*
- *Etc.*

**Achievements:**

- *Achievement 1*
- *Achievement 2*
- *Etc.*