

## 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 firm
    - 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/practice 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.
  - Practice description** – size, partner numbers, national/global, client base, etc.
  - Duties** – number of staff & positions you supervised. How many clients are in your portfolio, etc.
  - Achievements** – promotions, secondments, awards, 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.

### **Professional Experience**

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

*E.g., February 2022 - Present*

**Name of Accounting Firm**

Insert a **short** summary about the practice. How many Partners and staff. Client base, Audit, Business Services etc.

**Current Job Title – Senior Accountant/Auditor**

**Note** – if you have progressed through various job titles, list them with dates to demonstrate your progression.

**Key Responsibilities:** (Examples only)

- Efficiently conducted and led over 50 engagements involving the audit of financial statements in accordance with accounting and auditing standards.
- Managed the audit engagement timelines and deadlines, as well as keeping the client, Manager, and Partner informed of progress and status of the engagement.
- Prepared and reviewed financial statements and disclosures in line with IFRS/GAAP.
- Displayed excellent problem solving towards technical accounting issues such as consolidation and taxation.
- Provided technical advice to clients in relation to complex areas including consolidations, and foreign subsidiary currency translation.
- Implementation of new accounting standards and assisting clients with their models and disclosures, reviewing their schedules and memos for the accuracy of assumptions and inputs used. Suggested changes and improvements for accurate and efficient recognition and implementation (IFRS16, IFRS 15, IAS 37).
- Reviewed Appendix 4Ds and 4Es and financial statements in accordance with the Accounting Standards & Corporations Act 2001.
- Analysed clients' processes, controls and systems to determine risks and develop tailored audit plans with senior management. Communicated audit findings, process and control weaknesses and recommendations.
- Analysed and interpreted a diverse range of information and reports presented in clients' various forms and systems and was able to quickly adapt to perform audit tasks.
- Handled up to 4 engagements simultaneously by demonstrating project management and organisational skills to effectively prioritise and efficiently deliver client deliverables.
- Produced key reports for the Board of Directors and Audit Committees, notably, audit planning memorandum and audit findings reports. Identified and reported on client financial risks to internal and external stakeholders (CEO, CFO, Finance Director & Finance Manager).

**Client Portfolio:** (Examples only)

Experienced across a wide range of clients including SMEs and listed companies such as:

- Global manufacturer of white goods - \$200m turnover for ANZ
- Australian owned FMCG - \$175m turnover for Australia
- Infrastructure Services enterprise - \$500m revenue
- ASX listed diversified property group - \$1.5bn revenue
- ASX 20 property group owning, managing, and developing 119 shopping centres valued at \$60bn with a turnover of \$4.1bn
- Leading worldwide distributor of electrical supplies. \$1.1bn turnover in Australia

**Achievements:** (Examples only)

**Note:** Make each achievement numerically relatable, tangible and quantifiable e.g., \$ cost savings, time saving, etc.

- Selected for a 6-month secondment to New York
- Completed CA with all first time passes including coming in the top 10% of the final module
- Accelerated promotion in recognition of strong management, technical skills, business acumen, leadership and quality of work
- 100% completion of audit deliverables within the specified deadlines and all compliance reporting timeframes
- 73% of internal feedback reviews are within the high performance range
- Demonstrated excellent stakeholder management skills by being the key contact for clients and audit teams on engagements, with an average rating of 9.3 out of 10 on all client feedback surveys including two perfect 10 out of 10 scores in the past 12 months.
- Recognised and won 'Star Performer' award for consistently applying a high level of proficiency in MS Excel including pivot tables, Vlookups and data analytics

**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.
- EG. Exposure to a variety of financial systems including SAP, NetSuite, MYOB, Xero and Microsoft Suite.

**Interests and Hobbies**

List below and bring yourself to life outside of work.