

## PERSONAL PROFILE

Name: Billy Barden  
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Option to include a brief summary of your experience to date, including a concise and factual description e.g. part qualified accountant, having spent x years in the industry/financial services industry in financial analysis/accounting orientated roles....etc. Tweak to make relevant to the role you are applying for and keep to hard skills, not soft skills. A Cover letter might be an appropriate alternative.

## EDUCATION

2016 - Date	Accounting Institute <b>Qualification &amp; Stage (first time passes if applicable)</b>
2011 – 2015	Institute/Educational Body <b>Degree/Other (Result – 1H, 2.1H etc.,)</b>
2005-2011	School <b>Leaving Certificate (overall points if above 400)</b>

## EXPERIENCE (Less information on less relevant roles. Less information on roles in the distant past)

Oct 2015 – Date                      ABC Ltd Name of Company, Location  
    **Job Title (what the market calls the role not necessarily the internal job title)**

Company is a pharmaceutical manufacturing site, employing 300 people with a turnover of approx. €35M (**context**) Reporting to the Finance Director I worked in a 50 person finance team on an SAP system with the following responsibilities (**context**):

- Duty – as described in market terms – see job descriptions online
- Value, volume, currency, multiple bank accounts
- Your involvement in the process
- Month end deadlines
- % split of duties between transactional, financial accounting and financial analysis
- Work in relevant language like **budgeting, forecasting**, planning, analysis (**use bold strategically to help relevant things stand out**)
- Use external language not internal language – create for the lowest common denominator.
- ETC
- ETC
- ETC
- ETC
- ETC
- ETC

## Achievements:

- Cite one or two things (if relevant) you achieved in this role.
- Cite one or two things (if relevant) you achieved in this role.

Oct 2014 – Oct 2015

ABC Ltd Name of Company, Location

**Job Title** (what the market calls the role not necessarily the internal job title)

Company is 50 site retail business with over 500 employees and a turnover of approx. €350M (context) Reporting to the Finance Director I worked in a 50 person finance team on an SAP system with the following responsibilities (context):

- Duty – as described in market terms – see job descriptions online
- Value, volume, currency, multiple bank accounts
- Your involvement in the process
- Month end deadlines
- % split of duties between transactional, financial accounting and financial analysis
- Work in relevant language like budgeting, forecasting, planning, analysis
- Use external language not internal language – create for the lowest common denominator.

#### Achievements:

- Cite one or two things (if relevant) you achieved in this role.
- Cite one or two things (if relevant) you achieved in this role.

#### OTHER EXPERIENCE:

2008 – 2012

The Corner Shop, Wicklow

**Shop Assistant**

If you had a part-time job at any stage or similar, include the dates and the role in the above format – detail is not relevant but the fact that you worked during school/college is.

#### ADDITIONAL SKILLS & ATTRIBUTES

- Proficient in the use of Microsoft Office, including... (Level of Excel skills and quantify with pivot tables, look ups, macros as relevant etc.)
- Mention any experience with/exposure to accountancy/ERP packages such as SAP, Oracle etc.
- Any additional language proficiencies
- Anything else that might be of relevance

#### INTERESTS AND ACHIEVEMENTS

- Mention any academic/professional/extra-curricular awards
- Voluntary work
- Scholarships
- Memberships
- Hobbies
- Any personal achievement – ran a marathon, Gaisce award etc...

#### REFERENCES

Available upon request