

PERSONAL PROFILE

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Option to include a brief summary of your experience to date, including a concise and factual description e.g. qualified accountant, having spent four years in the industry/financial services audit department, with clients across a variety of industries such as....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

2012 - 2016	Accounting Institute Qualification e.g. ACA (first time passes if applicable)
2009-2012	Institute/Educational Body Degree/Other (Result – 1H, 2.1H etc..)
2003-2009	School Leaving Certificate (overall points)

EXPERIENCE

Oct 2012 – April 2016 Practice firm, Location
Audit Senior (Department)

- Overview of company sectors which you've audited: Financial Services/Industry e.g. banking/asset management/pharmaceutical/FMCG
- Highlight an above average performance rating (if applicable)

Responsibilities working as an audit senior included:

- Testing of controls in order to identify strengths and weaknesses in the control environment;
- Design of audit tests in response to identified significant risks during audit planning;
- Providing on-the-job training to junior staff and delegation of audit work amongst team members;
- Preparation of client communication documentation for presentation at Board meetings;
- Etc.....

Key clients during training contract:

- Include key clients (4/5) which you spent a large proportion of your time on.
- Ensure you are comfortable talking about these audits at interview stage and include relevant audits for the company to which you are applying e.g. if applying to a Group function, highlight these audits.
- Detail the industry in which the client operates, its turnover/total assets, organisational structure etc., any complex areas of the audit/contentious issues which you were involved in/responsible for and the relevant reporting framework under which the financial statements were prepared (e.g. IFRS/US GAAP/FRS 102 conversion etc.).

- Perhaps order clients to reflect their relevance to the company applied to.

Option to include table of clients:

Client	Duties/Responsibilities
ABC Limited (pharmaceutical industry – Group turnover of €X billion)	<ul style="list-style-type: none"> • Audit senior in-charge, leading a team of X people • Review of consolidated financial statements, ensuring compliance of all figures and disclosure notes with IFRS/GAAP and company law • Responsibility for technical audit areas such as revenue, valuation of assets, impairment etc. • Etc. etc.

Secondment/significant projects

If you were given the opportunity of a secondment during your training contract, or transferred to another department within the firm for a period of time, it is important to mention this also. Outline the industry of the client/the department and your duties and responsibilities.

2008 – 2012

The Corner Shop, Cork
Shop Assistant

If you had a part-time job at any stage, or a previous employment prior to your training contract, 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
- Any participation in the graduate recruitment program in your firm, in intake training or similar

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