

**Private & Confidential
Curriculum Vitae**

Accounts Template (1) 2015

Name: Peter Daniel Baldwin
Reference:
Resides: Kent, UK
Notice Period: 3 Months
Interview Availability:

Example:

A 2017 ACCA Qualified Client Manager with mostly first time passes. Outgoing and enthusiastic newly qualified Certified Chartered Accountant who is ambitious, conscientious and eager to learn new tasks and processes. Completes statutory accounts and reviews all completed work of junior staff, as well as managing deadlines and work in progress and handling all relevant client queries, wherever possible. A bright member of staff, with high levels of interpersonal skills and can be relied upon to build resilient client relationships. Enjoys working under pressure and ensures tasks are always completed on time, whilst retaining their sense of humour through challenging but productive working days.

Professional Qualifications

April 2017 *ACCA Qualified*
F6(UK) Taxation 80%, P6(UK) Advanced Taxation 58%
F8 Audit 60%, F7 Financial Reporting 57%,
P2 (UK) Corporate Reporting 57%
All first time passes.

Academic Qualifications

2007 - 2010 *Coventry University*
BSc with Honours in Economics
Lower Second Class (2:2)

2000 - 2007 *Rainham Mark Grammar School*
A-Level: Mathematics (C), Economics (B), Psychology (C),
General Studies (B)
AS-Level: Physical Education (D)
GCSE: 13 GCSEs including Mathematics (A), Statistics (A)*

(Please detail any accounting software packages used in-house and on client sites, and all mediums of Microsoft Office used)

Example below:

- MS Word and Excel, Sage Line 50, Sage Online, Quickbooks, Quickbooks Online, CCH Accounts Production, CCH Corporation Tax, CCH Personal Tax.

From and to dates: January 2013 - Present

Name of company you work for: Stiddard Kent Limited

Job Title: Accountant

Example of job duties:

- Acting as first point of contact for all client queries, either advising directly or escalating queries on to more senior members of staff.
- Up to date working knowledge and ability to calculate depreciation, profit & loss on disposal of fixed assets, stock and work in progress, prepayments, accruals, accrued and deferred income.
- Reconciliation of sales ledger, resolution of queries, purchase ledger, bank account and cash reconciliations and control account reconciliations.
- Remuneration strategies for Owner Managed Businesses, looking at tax efficient extraction of profits.
- Preparation and submission of Personal Tax returns using CCH personal tax software.
- Preparation and submission of LLP & Partnership returns.
- Preparation and submission of statutory accounts.
- Preparation and submission of VAT returns, ensuring clients are on the most efficient VAT regime for their line of business
- Preparation of Corporation Tax returns using CCH Corporation Tax software.
- Reviewing of statutory accounts, Corporation Tax returns, Personal Tax returns and VAT returns completed by other employees
- Dealing with HMRC investigations into previous returns.

Notable Achievements

Taken on a management type role in the office within 5 years, starting with no prior accounting knowledge.

Please include previous employment below if applicable:

What do you enjoy doing outside of work?

Playing Cricket
Travelling

Languages: Greek, English

Personal Details

Address: **50 Georgian Way
Gillingham
Kent
ME8 0QZ**

Contact details in case of emergency:
(M) **07712248668**
(H)

Email: peterdaniel.baldwin@gmail.com

Date of Birth: **11/10/1988**

Holidays Booked:

Best times for interview:

Distance willing to travel for the right opportunity:

Ideal role:

Current salary, list of benefits in package:

£35,000 Salary
Bonus tied to profits