

# Accountant CV Template

## Peter Barker

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## Personal Profile Statement / Career Objective

I am an ambitious, motivated and multi-skilled Accountant with a keen eye for detail and working experience with accounts. I have excellent mathematical skills as well as being able to produce clear and concise reports offering sound advice on a variety of different subjects. Additionally, I am a clear and effective communicator and work well individually as well as part of a team. My excellent track-record in providing high quality results combined with my honest approach and reliable nature would make me an asset to any organisation.

## Achievements

- ✓ Highest Performing Graduate, PwC (2014)
- ✓ Excellence Award, Sheffield Hallam University (2013)

## Education

2010 – 2013	BSc (Honours) Mathematics	Sheffield Hallam University
Grade achieved:	[2:1]	

### Relevant modules:

- Mathematical Methods
- Basic Computer Programming
- Business Mathematics
- Mathematical Analysis

2009 – 2010	A Level	Summerfield School Sixth Form
Results:	Mathematics: A	Physics: B      Economics: B

2001 – 2008	GCSEs	Hall Cross School
Results:	11 GCSEs at Grades A*-C.	

## Employment and Work Experience

Oct 2014 – Present	Accountant	PwC
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### Main duties performed:

- Dealing with sales invoices, income, receipts and payments
- Offering tailored financial advice to both individuals and companies
- Reviewing companies' financial accounts information and offering advice and support concerning risk prevention and business development
- Preparing statements showing income and transactions

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- Completing and submitting VAT returns
- Preparing staff wages and managing claims for expenses
- Checking that company accounts are accurate and up-to-date
- Performing credit control duties, as and when required
- Devising and implementing cost saving measures
- Preparation of monthly payroll and administrating staff holidays and absences
- Providing financial data management for small and medium-sized companies
- Responsible for financial accounts including budgets and cash flow
- Helping to prepare annual accounts using computerised accounting systems
- Assisting junior member of staff with complex accounting and auditing cases
- Completing and submitting tax returns for self-employed workers
- Verifying financial calculations and ensuring everything is factual and correct
- Maintaining up-to-date records and ensuring everything is kept confidential

**Feb 2014 – Sept 2014**

**Assurance Graduate**

**PwC**

Main duties performed:

- Supporting auditing teams in carrying out research for a variety of external stakeholders and clients
- Working as part of the risk-assurance team and offering advice on reducing and managing risks within a corporate environment
- Reviewing operations and helping to increase success and reduce any risks

## Professional Training and Qualifications

- ICAEW Chartered Accountant Qualification, ACA
- AAT Advanced Diploma in Taxation and Ethics

## Skills

- I feel very confident in communicating with people from all walks of life. I have always taken the responsibility for arranging and leading group meetings
- Computer literate adept in the use of Sage, Sun Accounts and MGP
- Advanced knowledge of Microsoft Office, in particular Excel
- Able to multi-task, with the ability to prioritise workloads in face of deadlines

## Hobbies and Interests

I have recently joined my local rowing club, which is something I have never tried before, but enjoy a great deal. It has not only given me the opportunity to stay fit and healthy but it has also given me the chance to meet new people and develop my team building skills in the process.

## References

**Mr Sebastian Mellor**

Director, PwC

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**Mrs Julia Hammond**

Lecturer, Sheffield Hallam University

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