

John Doe

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## Objective

Qualified and experienced Chartered Accountant with a history of providing accurate and trustworthy information on financial records. Proficient in financial reporting, taxation, forensic accounting, corporate finance, and accounting systems. Looking to utilize my skills and experience in an established family-run firm to maximize profitability.

## Skills

- Accounting and taxation
- Financial forecasting and reporting
- Bookkeeping
- Tax planning
- Team management
- Communication and collaboration
- Knowledge of personal tax, sole trade accounts, and partnerships

## Work Experience

Senior Chartered Accountant - XYZ & Co., Leeds, UK (January 2017 - Present)

- Prepared accounts from client records and submitted tax returns for sole traders, partnerships, and Limited companies.

- Managed bookkeeping and VAT returns.

- Developed yearly financial statements including cash flow, profit and loss, and balance sheets.

- Ensured accuracy of business accounts and alerted accountants of any errors.

- Prepared management accounts and provided forecasts.

- Liaised with HMRC recording tax compliance and investigations.

- Mentored and managed a small team of accountants, providing guidance and feedback.

- Managed and mentored a team of two, reporting back to the office manager.

- Interacted professionally with other employees and clients, performed quality work within deadlines with or without supervision.

Accountant - ABC Associates, Middlesbrough, UK (January 2012 - December 2016)

- Developed and maintained accounting systems and processes.

- Interacted professionally with clients and colleagues, providing accurate and timely information.

- Mentored junior team members, fostering a collaborative and efficient work environment.

- Provided advice on tax planning for clients.

## Education

Chartered Accountant (CA) - Institute of Chartered Accountants in England and Wales (ICAEW), UK (2011)

Bachelor of Science in Accounting - University of Durham, Durham, UK (2007 - 2010)

## References

Available upon request

## About Me

I am an adept professional who aims to maximize client profitability through strategic tax planning and efficient financial reporting. I believe in mentoring my team members to foster an environment of growth and collaboration. I look forward to bringing my skills and experience to a well-established family-run firm like TRC NE.