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Senior financial accountant sample resume

This free sample resume for a Senior Financial Accountant has an accompanying [senior financial accountant sample cover letter](#) and [sample job advertisement](#) to help you put together a winning job application.

David Wellingstone

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Melbourne VIC 3060
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Home: (03) 9876 5432
Email: david.wellingstone@email.com

Summary

I am a highly capable senior financial accountant looking for a challenging role in an industry-leading finance company. I am eager to use my skills and experience to advance my employer's bottom line and progress my career as a financial accountant in a leadership role.

Education

Open Universities Australia (OUA) Online
Master of Professional Accounting
Graduated: 2007

Melbourne University Melbourne, VIC
Bachelor of Commerce, majoring in Accounting
Graduated: 2003

Employment History

Feb 2006 - Present: Financial Accountant Melbourne, VIC
BND General Insurance Ltd

Responsibilities:

- ▶ Preparing financial reports, including reports on relevant accounting standards, disclosures and risk factors, and cost and asset management
- ▶ Profitability analysis
- ▶ Preparing end-of-month accounts, including: balance sheet and bank reconciliations, maintenance of fixed-asset ledgers, cash flow statements and analysis of profit & loss statements
- ▶ Presenting annual budgets and forecasts to management and other stakeholders
- ▶ Providing assistance to the Financial Controller
- ▶ Providing advice on taxation, financial legislation and business development strategies
- ▶ Managing and mentoring junior accountants

Achievements:

- ▶ Saved the company \$20 000 through effective tax planning and minimisation

strategies

Apr 2004 - Jan 2006: Junior Accountant

Melbourne, VIC

Best Superannuation

Responsibilities:

- ▶ Assisted with the preparation of financial reports and income tax returns
- ▶ Prepared Business Activity Statements (BAS)
- ▶ Gained experience in basic consolidation
- ▶ Completed general ledger journals, entries and reconciliations
- ▶ Assisted with annual audit processes, including gathering supporting audit evidence and responding to auditor queries

January 2002 - April 2004: Part-time Administrative Assistant

Melbourne, VIC

Wellington Chemists

Responsibilities:

- ▶ Performed basic bookkeeping duties for a small family business
- ▶ Performed various administrative duties, including filing, correspondence, ordering stock and taking inventory

Professional Affiliates

2007 - Associate member of the Institute of Chartered Accountants Australia, National Institute of Accountants and CPA Australia.

Skills**Software**

QuickBooks

MYOB

Microsoft Office (Word, Excel, PowerPoint, Access)

Internet Explorer

Proficiency Experience

Advanced 8 years

Advanced 9 years

Advanced 11 years

Advanced 12 years

Volunteer Work**Big Brother Basketball Program**

2009 to present

This program helps troubled teenagers to get active and develop teamwork, communication skills and confidence. I volunteer my time to coach and mentor a basketball team made up of inner city high school students.

Interests

Basketball

Rock climbing

Cooking

References**Steven Padfin** - Managing Director

Best Superannuation

Phone:(03) 9333 3339**Email:**steven@email.com**Samantha Pooler** - Financial Controller

BND General Insurance Ltd

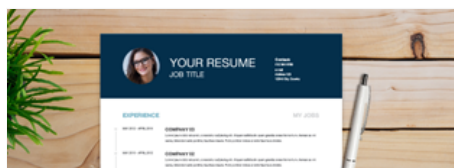
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