

## **Curriculum Vitae**

John Doe FCA

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### **Profile**

Chartered Accountant with experience in small to medium-sized accounting firms, specialising in audits and full-accounts preparation. Strong technical, interpersonal and audit skills, such as negotiating, influencing and probing along with excellent communication skills to enable me to work with a wide range of clients from charity to manufacturing to practice.

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### **Education**

2015: Diploma in Corporate Finance – Chartered Accountants Ireland (Distinction)

2011: Chartered Tax Consultant – Chartered Accountants Ireland

2008: ACA – Chartered Accountants Ireland (All exams passed first time)

2005: B Comm, Bachelor of Commerce – University College Dublin (2:1)

2002: Leaving Certificate – Killarney, Co Kerry (485 points)

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### **Skills**

- Microsoft Office suite – advanced
- Experience of SAP, Oracle and Sage packages
- Proficient in the use of Hyperion and other accounting packages throughout my career
- Extensive use of UK and Irish GAAP and some experience of SOX

### **Career history**

**ABC Ltd**

**October 2011 to date**

**Financial controller (assistant) – Food and flavourings division**

- I play a key support role in the financial management of the business, working with the management team to develop strategies and oversee day to day expenditure
- I analyse KPI drivers, products and trends that assist in business decisions.
- I have direct input into the results, present them to the management team and take part in their analysis and discussion

**XYZ & Co Chartered Accountants****October 2008 to October 2011****Audit senior and financial accountant (Trainee contract)**

Day-to-day duties included:

- Planning, carrying out and presenting the final results for statutory audits for small and medium-sized companies over a broad range of sectors, including FMCG, agriculture, credit unions and charities
- Supervising junior members of staff and trainee accountants assisting on audits
- Preparing sole-trader, partnership and management accounts from beginning to end
- Filing annual returns and other routine company secretarial matters
- Taxation compliance work for SMEs who required a tax specialist
- Bookkeeping

<b>Sample client profile</b>	<b>Turnover</b>	<b>Staff</b>
• FMCG	€30M	202
• Credit union	€10M	11
• Not-for-profit	€2.2M	9

**Doe's Furniture and Hardware  
Killarney, Co Kerry****2004 - 2008**

Developed a range of key customer-service skills such as sales and marketing, negotiation and decision making while working part-time in the family business.

**Interests and hobbies**

Running, athletics and current affairs

**References available on request.**