Name

Address

Phone Number

Email Address

Education

Apr 20XX – Jun 20XX – IF PART QUALIFED INCLUDE EXPECTED COMPLETION DATE

Professional Institution

Qualification Gained

Any awards won

**Mar 20XX – Sep 20XX**

University

Degree

Any awards won

Average Mark

**Sep 19XX – Jun 20XX**

School Name

UAI

Employment History

**Apr 20XX – Present**

Company Name

Ford Peterson is a boutique accounting and finance recruitment firm that specialise in providing recruitment solutions to the professional services space in Sydney.

Job Title

Responsibilities:

* Preparation of accounts & income tax returns for superannuation funds, small to medium sized companies, trusts, partnerships and individuals with turnovers ranging between $50k to $35million;
* Review of graduate and junior team members work including accounts, tax returns, business activity statements and FBT returns;
* Monitor and plan the workflow for a team of 5 and ensure periodical budgets are met;
* Close client contact on a day to day basis, including building and maintaining strong relationships;
* Attend client premises to assist them with their in-house accounting software package and year end procedures;
* Discuss with clients their financial and taxation position providing solutions and advice;
* Design and setup asset protection tax structures for clients;
* To be aware of all new legislation, compliance and existing regulatory requirements;
* Design tax planning/saving strategies;
* Prepare and present training for graduates;
* Prepare various ad hoc management reports;

Achievements:

* 1
* 2
* 3
* 4
* 5

**Apr 20XX – Present**

Company Name

Ford Peterson is a boutique accounting and finance recruitment firm that specialise in providing recruitment solutions to the professional services space in Sydney.

Job Title

Responsibilities:

* Preparing Profit and Loss Statement and Balance sheet for companies, trust and Self-managed Superannuation Fund;
* Preparing year end closing entries such as payroll accruals, depreciation and prepayments;
* Liaising with clients and arranging workloads to meet tax reporting deadlines;
* Preparing monthly and quarterly BAS, including GST, PAYG withholding calculation;
* Liaising with ATO regarding debt arrangement and other tax issues for companies and individual clients;
* Preparing monthly variance reports and assisting in interpretation of variance;
* Assisting in yearly auditing for companies and large Not-For-Profit organizations including documenting and sampling;
* Assisting in auditing for Self-Managed Superannuation Fund;
* Drafting management letter to audit clients;
* Preparation of audit reports with detailed descriptions and comments on the complete audit process and results;

Achievements:

* 1
* 2
* 3
* 4

**Apr 20XX – Present**

Company Name

Ford Peterson is a boutique accounting and finance recruitment firm that specialise in providing recruitment solutions to the professional services space in Sydney.

Job Title

Responsibilities:

* Engage with a broad portfolio of clients from high-net-worth individuals to complicated family groups, across a wide range of industries, including civil work, architecture, construction, real estate, retail, pharmacy, hospitality and restaurants, with turnovers from $0.5 million to $10 million;
* Prepare and review financials and tax returns for sole traders, private companies, trusts, partnerships and self-managed superannuation funds;
* Prepare BAS, IAS, GST returns, FBT returns, annual payroll reconciliation, ASIC forms, and client correspondence to ensure compliance;
* Assist clients to establish an efficient business structure, including setting up a new company, trust, or self-managed super fund and preparing relevant minutes and forms;

Achievements:

* 1
* 2
* 3

Systems

* MYOB
* SAP
* Xero

Hobbies & Interests

I am involved in a local amateur dramatics society, where I volunteer as a lighting and sound technician. I have been involved with this society for three years and very much enjoy being part of the team. More recently, I assumed the role of Stage Manager for a two week production and relished the chance to take control of performances and react to a high-pressure environment.

References

References are available upon request.