

CREATING THE PERFECT FINANCE CV



Put your contact information front and centre - this quickly shows the person reading where you're based.

Key skills highlight your suitability for the role and are easily found by online recruiters that are searching your CV.



JOE BLOGGS ACMA, CGMA



Don't forget to include any relevant letters after your name - it's a quick way for employers to see if you're qualified for the role.

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PROFILE

A CIMA-qualified accountant with experience across a diverse range of product-led industries, including retail, hospitality, logistics and manufacturing. Strong experience in supporting commercial decision-making, utilising financial analysis and business intelligence to communicate with a broad variety of senior stakeholders. Currently working for an FTSE100 listed group as a Senior Finance Business Partner, seeking the opportunity to progress into a senior commercial role with a business that has a finance-centric operation.



This is a great place to provide an overview of you professionally and what you're looking for! If you have something that makes you stand out, put it here.

QUALIFICATIONS

ACMA, GCMA – Fully-qualified CIMA Accountant (2019), all first-time passes

AAT – qualified 2016, all first-time passes

University of Birmingham – BSc (Hons) Accounting & Finance (2011 – 2014), First Class



When listing qualifications, add dates and your grade/whether you passed first time.

KEY SKILLS

- Monthly management accounts
- Cash flow analysis
- Forecasting and reforecasting
- Intercompany reconciliations
- Financial modelling
- Senior stakeholder engagement
- Commercial decision-making
- Strategic business plan reviews
- Budget setting and appraisals
- Team management & development
- Process improvement
- ERP implementation/upgrades

It's really important to list system or technical skills. Some employers only hire a candidate if they can demonstrate knowledge of certain systems.

SYSTEM SKILLS

Excel (advanced), SAP, Oracle, Sage, NetSuite, Xero, Cognos, TM1, Hyperion, HFM





Include a description of the company, including revenue, ownership structure and what they do.

CAREER HISTORY

January 2019 – Present Severn Trent plc

Severn Trent plc is an FTSE100-listed group dedicated to the supply of water and maintenance of water networks to 5 million UK households, with revenues of c. £2bn and over 7,000 employees

Senior Finance Business Partner

- Responsible for production of fully monthly management accounts and P&L for two key divisions within the group
- Leading the annual budget setting process for two divisions
- Monthly (re)forecasting for the year
- Communicating financial performance to operational heads, investigating and understanding drivers of performance on a weekly basis
- Monthly business unit review with the Head of Finance and Divisional MD
- Managing a team, including a qualified Finance Business Partner and two partqualified Analysts
- Liaising with the group accounting and internal audit functions to resolve queries as required

Achievements:

- Supporting the implementation and continuous improvement of a new version of SAP in 2022
- Improving and automating processes to reduce month end closing period from four working days to under 2.5 working days, using Excel modelling and VBA to streamline activities
- Development of a financial feasibility model to assess new projects with the Group Projects team
- Creation of a brand-new flash forecasting model for a new division of the group

Be as descriptive as you can when you explain your day-to-day responsibilities! if possible, provide examples of your achievements or successes to provide further context.





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