

CLIENT NAME

Address, Postal Code · +00 000 000 0000 · sample@sample.de

SENIOR-LEVEL ACCOUNTING PROFESSIONAL

Financial Stewardship / Cash Management / Financial Analysis

Accounting professional and Masters graduate with over 10 years of international experience. Highly adept and experienced in Financial Management, Accounting Control, Financial Reporting and Analysis, Treasury Management as well as Fund and Project Accounting. Expertise imparted and gained through a diverse range of industries: Financial Services, Real Estate, Engineering, Research, Architecture and Leisure. Proven history of achieving cost reductions and performance improvement through collaborative process development and a strong personal dedication to detail and accuracy. Confident under pressure with keen judgment as well as analytical and decision making skills.

- Financial Management
 - Management Reporting
 - Process Enhancer
 - Treasury Management
 - Statutory Reporting
 - Relationship Builder
 - General Ledger Control
 - Portfolio Reporting
 - Team Player
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PROFESSIONAL EXPERIENCE

EMBL, Heidelberg

Financial Accountant, July 2016-September 2016

Planned, organised and delivered diverse accounting services for a European Intergovernmental research organisation focusing on life sciences, scientific training and technology transfer.

- Delivered optimised support by skilfully preparing member state funding requests including invoicing 24 individual government agencies.
- Played an active role while assisting in the preparation of the monthly VAT returns for Germany and Italy.
- Ensured the highest level of accuracy and ethical standards while executing the following: completing monthly reconciliation and review of assets under construction as well as fixed asset registers; entering intercompany recharges across all 4 sites; and accounts payable functions.

RARE INFRASTRUCTURE LIMITED, Sydney

Senior Financial Accountant, February 2015-January 2016

Leveraged key leadership, problem-solving, analysis skills to execute accounting functions for a Boutique Funds Manager specialising in infrastructure investment with funds under management of \$10 billion. Ensured strict compliance with external tax reporting requirements including BAS for Australia and VAT for the UK and Ireland.

- Exemplified initiative while conducting inter-company accounting including funding and recharging of costs across 6 separate businesses using 3 currencies.
- Generated all monthly and quarterly fee invoices and fee rebates; prepared annual financial statements; and completed month-end P&L analysis as well as monthly payroll reconciliation and allocation. Lent valued assistance during the management accounting process.
- Held period-ending accountability for accrued income and expenses, prepayments, foreign exchange, depreciation, inter-company and tax provisions.

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PROVIDENT CAPITAL LIMITED, Sydney

Finance and Treasury Accountant, August 2008-August 2014

Exhibited strong professionalism, detail and accuracy while supporting a firm specialising in the non-confirming first mortgage lending with funds under management of \$200 million. Produced and distributed 7- day cash flow forecast across the 5 main accounts to CFO, COO and MD.

- Generated daily activity files which included producing the daily profit figure; analysing and determining fee and interest income; as well as applying relevant non-accruals, provisions, loan and overhead expenses.
- Strictly complied with all established protocols, practices and procedures while analysing and approving returned unit pricing data and distributing approved figures to relevant stakeholders.
- Presented management portfolio review including trend and variance analysis, benchmarking to competitors and data commentary to CFO, directors and compliance committee. Maintained bank reconciliations, operating liquidity and intercompany cost management.
- Executed a wide variety of accounting functions including: General ledger management; assessing cash flow and proposing loan settlement; accounts payable and receivable; ad-hoc financial reporting; and assisting Asset Manager on recovery matters.

Prior work history includes:

- **Finance Officer**, ACE Insurance, Sydney (Contract), 3/2008 – 8/2008
- **Accounts Assistant**, d'Albora Marinas, Sydney, 10/ 2007 – 3/ 2008
- **Media Reconciliation Officer**, OMD International, Sydney (Contract), 6/2007 – 9/2007
- **Assistant Accountant**, Connell Wagner, Brisbane, 11/ 2006 – 5/2007
- **Accounts Assistant**, Insight Investment, London (Contract), 1/2006 – 8/2006
- **Assistant Accountant**, Ocean Works, Vancouver (Contract), 4/2005 – 9/2005
- **Project Accountant**, Foster and Partners, London, 4/2004 – 1/2005
- **Senior Banking Analyst**, DELL Computers, Sydney, 6/2003 – 1/2004
- **Accounts Assistant**, Colliers International, Sydney, 4/2003 – 6/2003
- **Systems Accountant**, Land Securities Trillium, London (Contract), 5/2002 – 12/2002

EDUCATION AND CREDENTIALS

Master of Business in Accounting and Finance (2015)
UNIVERSITY OF TECHNOLOGY SYDNEY – Sydney, Australia

CPA Australia-Foundation Level (In Progress)
CPA AUSTRALIA – Sydney, Australia

Advanced Diploma in Accounting (2000)
NORTHERN SYDNEY TAFE – Sydney, Australia

German Language (A2-Accelerated) (2016)
VHS REUTLINGEN – Sydney, Australia

Technical proficiencies

Microsoft Office, MS Dynamics NAV, SAP, MYOB, JD Edwards, Oracle

Language proficiencies

English - Native; German - Intermediate