

# YOU'RE HIRED

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A guide to writing your  
first professional ACA  
CV Guide

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# Well done

Following your ACA qualification, you may be considering a new career in financial services, professional services, consultancy, corporate finance, commerce & industry or even progression in practice - creating a professional ACA CV is the first step to success.

The newly qualified ACA job market is fiercely competitive, differentiating yourself from your peers is essential to access the best positions. With over 25 years experience helping candidates like you, our guide will ensure you stand the best chance of securing interviews.

Your CV is a representation of you. The information must be honest whilst selling your skills to prospective employers. You may need to tailor your CV to specific applications; however a good CV should demonstrate your capability, knowledge and experience without too much waffle!

## Five steps to consider

- 🔗 Personal details
- 🔗 Professional profile
- 🔗 Professional experience
- 🔗 Education
- 🔗 Extra achievements
- 🔗 Contact us

# Step 1

## Your personal details

### Five steps to consider

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Sounds obvious but every year we receive CVs that don't include this information. Always include an email address – most of you won't be able to answer the phone during the day, in which case we may send information to your email so you can review and return the call when it's more convenient.

### You should include:

- Full name
- Current address
- Mobile/home phone numbers
- Email address

### Example:

Ed Zample (ACA, BSc)

House/flat number, Street name, City, Postcode  
Phone number  
Email address

# Step 2

## Professional profile

### Five steps to consider

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Employers are looking for candidates who stand out from the crowd, your professional profile is a great opportunity to sell yourself and give your CV some personality.

### Things to consider:

- ⚙ This is an area to sell yourself
- ⚙ What specific skills have you learnt?
- ⚙ What are you looking to do next?
- ⚙ What are you passionate about?

### Example:

#### Professional Profile

ACA qualified with three years auditing experience from {EMPLOYER}. Clients range across natural resources, property and construction, with exposure to listed and privately owned companies under IFRS, FRS 101/102 or UK GAAP respectively. Strong appreciation of financial instruments with an in-depth knowledge of IFRS 9. Now looking to utilise experience within the natural resources industry as a financial or technical accountant.



# Step 3

## Professional experience

### Summary

#### Five steps to consider

- Personal details
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This is the where you should highlight what you have been doing over the past three or four years.

### You should clearly indicate:

- The dates of employment
- The employer
- The position
- Industries you have worked in

### Example:

#### Professional Experience

Date:	2013 - Current
Employer:	{CURRENT EMPLOYER}
Position:	Graduate through to assistant manager
Industry exposure:	Natural resources, property and construction

### Q&A

I work in a mid tier firm and my role is 70% audit and 30% tax, what should I write on my CV?

Highlight this in another line under position or in brackets. You'd be surprised at how many clients like exposure to other areas.

**Date:** 2013 – Present  
**Employer:** {EMPLOYER}  
**Position:** Graduate through to senior accountant (70% Audit/ 30% Tax)



# Step 3

## Professional experience

### Skills

#### Five steps to consider

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Placing an emphasis on your skills/responsibilities before client information ensures your CV has the necessary punch to make an impact. You should always avoid repetition where possible! Here you want to demonstrate continued skills across clients such as IFRS, SoX, risk/controls, staff management etc.

#### Example:

##### Skills/Responsibilities:

Performed financial statement audits in accordance with International Financial Reporting Standards (IFRS) and Auditing Standards.

Produced financial statements in accordance with IFRS.

Researched and provided technical advice (IFRS 9) and guidance to clients, recommending accounting treatment and disclosure for financial statements.

Performed detailed strategic analysis of client businesses, including obtaining an understanding of how they manage their strategic business risks.

Established/agreed deadlines and drove engagement teams to meet these deadlines.

Supervised and led audit engagements with a team of up to three people, including mentoring and motivation of staff.



# Step 3

## Professional experience

### Clients

#### Five steps to consider

- Personal details
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As many of your peers will have a similar skill set, your client exposure will separate you from the competition. Clients will vary in size and so will your responsibilities depending upon the audit. We suggest placing your three main clients here. Each client should have a brief description of what they do and an idea of turnover. Once you have given this basic information, this is your chance to highlight your specific actions.

#### Example:

##### COMPANY NAME – Turnover (£000m)

{CLIENT} is a leading privately owned development and construction company. With its main operations in {LOCATION}, {CLIENT} has constructed many of UK's iconic structures such as the {PRODUCT} and {PRODUCT}.

##### Key responsibilities:

Audit of 7 sets of financial statements within the {CLIENT GROUP} and audit of the associated consolidations;

Produced financial statements in accordance with IFRS for the {PRODUCT} joint venture;

Performed detailed audit procedures over construction accounting and associated revenue recognition;

Directly reported to clients as well as managers and partners of the audit firm.

##### COMPANY NAME – Turnover (£000m)

With over {YEARS} expertise in the lubricants industry and operating in {LOCATION}, {CLIENT} is one of the few truly independent {PRODUCT} and {PRODUCT} manufacturers in the {LOCATION}.

##### Key responsibilities:

Performed SoX testing on revenue/ receivable controls for {PERIOD}, identifying control failures and process improvements for reporting at audit clearance meeting;

Substantively tested {VALUE} revenues from complex petrochemical services contracts, identifying errors in revenue recognition from incorrect costing;

Reviewed note disclosures for group equity compensation and UK pensions schemes for UK statutory accounts.

# Step 3

## Professional experience

### Other Clients

#### Five steps to consider

- Personal details
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It's important not to ignore the other clients you have worked on, your interviewer may have worked for one of them previously! Limit the information to company name and turnover - you can always elaborate during the interview.

#### Example:

##### Other Clients include:

{COMPANY NAME} – Turnover (£000m), {COMPANY NAME} – Turnover (£000m), {COMPANY NAME} – Turnover (£000m)

#### Previous Work History

If the work undertaken is relevant to your future career we suggest including it. Seasonal/vocational jobs need not be on here. Other information you may wish to include:

**Secondments** - You may have been seconded to a different team such as transaction services, restructuring, risk management or consulting. Place this information here and give a brief description of responsibilities and duration.

**Projects** - If you have been involved in any project teams both internally and externally, you should place this information here.

**IT/Systems** - We appreciate as an auditor you may not have been exposed to IT packages, however you should (where possible) include these and be truthful, you may be required to sit an online test.

**Internal Rating** - This is a great way to benchmark your skills against competition.



# Step 4

## Education



This information is very important to prospective employers. You should include all subjects, grades and places where you studied from school through to university. If you undertook a placement year in industry or a Masters degree, you should include this information here.

### Example:

#### Education

- 2012/16** ACA (ICAEW) – First time passes
- 2009/12** Reading University  
Mathematics with Mathematical Physics BSc  
Classification 2:1
- 2005/09** Reading Grammar School, A Level; Maths – A, Physics – A, French - B AS Levels; Maths – A, Geography– B, Physics – B, French - B  
8 GCSEs; English – A\*, Maths – A\*, Geography C, Physics – A\*, Chemistry – B, Biology – A, French – B, Spanish - B

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# Step 5

## Extra Achievements



This section is for adding some more personality to your CV. Think about stages in your life where you have performed well, taken initiative or sacrificed personal gain for the good of others.

### Example:

#### Extra Achievements/Interests

Spent the summer of 2009 working as a volunteer for Action Aid in Africa. This taught me how to live independently whilst developing my communication and team working skills.

Raised £8,000 on completion of the London Marathon 2016

Member of University 1st XV Rugby and Athletics team

Krav Maga (Member of IKM UK)

Five-a-side football

### Five steps to consider

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# Example CV

## Ed Zample (ACA, BSc)

House/flat number, Street name, City, Postcode  
Phone number  
Email address

### Professional Profile

ACA qualified with three years auditing experience from {EMPLOYER}. Clients range across natural resources, property and construction, with exposure to listed and privately owned companies under IFRS and UK GAAP or FRS101/102 respectively. Strong appreciation of financial instruments with an in-depth knowledge of IFRS 9. Now looking to utilise experience within the natural resources industry as a financial or technical accountant.

### Professional Experience

Date: 2013 – Current  
Employer: {CURRENT EMPLOYER}  
Position: Graduate through to assistant manager  
Industry exposure: Natural resources, property and construction

#### Skills/Responsibilities:

- Performed financial statement audits in accordance with International Financial Reporting Standards (IFRS) and auditing standards
- Produced financial statements in accordance with IFRS
- Researched and provided technical advice (IFRS 9) and guidance to clients, recommending accounting treatment and disclosure for financial statements
- Performed detailed strategic analysis of client businesses, including obtaining an understanding of how they manage their strategic business risks
- Established/agreed deadlines and drove engagement teams to meet these deadlines
- Supervised and led audit engagements with a team of up to three people, including mentoring and motivation of staff

#### Clients:

{COMPANY NAME} – Turnover (£000m)  
{CLIENT} is a leading independent power generating company. They have interests in over {PRODUCT} throughout more than {XX LOCATIONS} across the world.

#### Key responsibilities:

- Performed audit procedures on {CLIENT} Treasury including options, futures, associated hedge accounting and compliance with accounting standards. Review of associated balance sheet and profit and loss accounts
- Performed detailed audit procedures and analysis over the consolidation of the {CLIENT}.
- Detailed audit procedures over the financial statements ensuring compliance with IFRS including cash flow.

{COMPANY NAME} – Turnover (£000m)  
{CLIENT} is a leading privately owned development and construction company. With its main operations in {LOCATION}, {CLIENT} has constructed many of UK's iconic structures such as the {PRODUCT} and {PRODUCT}

# Example CV

## Key responsibilities:

- Audit of 7 sets of financial statements within the {CLIENT GROUP} and audit of the associated consolidations
- Produced financial statements in accordance with IFRS for the {PRODUCT} joint venture
- Performed detailed audit procedures over construction accounting and associated revenue recognition

With over {YEARS} expertise in the lubricants industry and operating in {LOCATION}, {CLIENT} is one of the few truly independent {PRODUCT} and {PRODUCT} manufacturers in the {LOCATION}.

## Key responsibilities:

- Performed SoX testing on revenue/ receivable controls for {PERIOD}, identifying control failures and process improvements for reporting at audit clearance meeting
- Substantively tested {VALUE} revenues from complex petrochemical services contracts, identifying errors in revenue recognition from incorrect costing
- Reviewed note disclosures for group equity compensation and UK pensions schemes for UK statutory accounts

## Other Clients include:

{COMPANY NAME} – Turnover (£000m), {COMPANY NAME} – Turnover (£000m), {COMPANY NAME} – Turnover (£000m)

## Additional project work:

Assisted {CLIENT} with SAP BW implementation from a risk and controls perspective

- Internal rating
- Exceed expectation for 3 years

## Education

2012/16	ACA (ICAEW) – First time passes
2009/12	Reading University Mathematics with Mathematical Physics BSc Classification 2:1
2005/09	Reading Grammar School A Level; Maths – A, Physics – A, French - B AS Levels; Maths – A, Geography – B, Physics – B, French - B 8 GCSEs; English – A*, Maths – A*, Geography C, Physics – A*, Chemistry – B, Biology – A, French – B, Spanish - B

## Extra Achievements/Interests

- Spent the summer of 2009 working as a volunteer for Action Aid in Africa. This taught me how to live independently whilst developing my communication and team working skills.
- Raised £8,000 on completion of the London Marathon 2016
- Member of University 1st XV Rugby and Athletics team
- Krav Maga (Member of IKM UK)

References can be provided upon request



# Contact Us



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- Professional experience
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### LONDON

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