

## Management Accountant CV Example Template

### Personal Details

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### Personal Statement / Professional Summary

*While studying towards my ACCA qualification I developed my financial analysis and reporting skills as an assistant accountant. Now, with a full qualification, two years of experience as an assistant accountant and a further five as a management accountant, I am looking for a new role to which I can apply my excellent financial analysis skills, team leadership qualities and commercial acumen.*

### Professional Qualifications

*ACCA Qualified*

### Key Skills

- *Ability to draw meaningful analysis and suggest business improvements from large volumes of complex financial data, developed over seven years of preparing various reports for senior management and the wider business*
- *Excellent verbal and written communication skills developed as a result of preparing a monthly executive report sent to senior management at Barclays.*
- *Ability to build and maintain professional relationships with colleagues, clients and management – these relationships helped when persuading, influencing and negotiating.*
- *Leadership skills arising from the direction, training and development of finance teams.*
- *Strong and accurate numerical skills honed during education and used for budget forecast, reconciliations, pricing and costing, invoices etc.*
- *Excel skills – ability to navigate and master financial databases and systems.*

### Work Experience

*Management Accountant  
Barclays, Canary Wharf  
May 2013 – present*

#### *Key Duties*

- *Producing accurate and timely financial analysis reports with full commentary addressing risks and suggesting improvements.*
- *Producing budget forecasts, bank reconciliations and invoice receipts.*
- *Liaising with finance and non-finance colleagues at all levels, providing them with advice and support.*
- *Ensuring all accounting work meets recognised UK accounting standards.*
- *Leading, training and supporting a large finance team.*

## **Education History**

*BA Hons in Accounting, 2:1*  
*University of Manchester*  
*2005 – 2008*

*A-levels in Mathematics (A), Business Studies (B) and IT (A)*  
*Chichester College*  
*2003 – 2005*

*14 A\*-C GCSEs, including A\* in Mathematics, Physics and English Literature*  
*Chichester High School*  
*1998 – 2003*