##### PERSONAL DETAILS

**Name** John Smith

**Address** Main Street , **Mobile** +353 87 1234567

Dundrum,

Dublin 6. **E-mail** john@gmail.com

##### EDUCATION & PROFESSIONAL QUALIFICATIONS

**2009-Present Institute of Chartered Accountants in Ireland (ICAI)**

Final Admitting Exams 2012

**2008-2009 Masters of Accounting**

Michael Smurfit Business School – MSc Accounting

**2005–2008 Bachelor of Commerce (Accountancy) – 2:1**

University College Dublin

**1999–2005 Leaving Certificate – 560 Points**

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##### PROFESSIONAL EXPERIENCE

**Company** KPMG, Dublin

**Date** October 2006 - Present

**Position** Manager (International and Domestic Business)

**Roles and Responsibilities**

* Playing a senior role in audit teams, and making effective use of team members' skills and managing the assignment within time and budgetary requirements.
* Developing strong client relationships by providing excellent service and using my project management skills to deliver a high quality audit on time.
* Assisting audit managers and directors in evaluating the adequacy and effectiveness of the Company's system of internal controls.
* Main point of contact between the audit manager and the team, and primary contact for client during field work.
* Demonstrating strong technical knowledge and having the ability to research issues, present alternatives and conclusions.

##### CLIENTS

**ABC Pharmaceuticals Ireland Limited**

**Turnover** €710 million

**Time assigned** 3years (Team Senior for the last year)

**Reporting to** Manager, Senior Manager, Partner, US team

**Experience**

* SOX Procedures – Testing the client’s SOX process notes, flowcharts and control matrices by performing walk-throughs on each of the client’s processes, identifying key controls to be tested as part of the interim/final audit and notifying the client of any weaknesses in the documentation.
* Application of IFRS accounting standards as part of group reporting and applying Irish GAAP standards to the local statutory accounts.
* Testing standard costs – Understanding the standard setting process and testing variances against budget.
* Testing Royalty Revenue – Ensuring the accounting treatment around Royalty Revenue is appropriate
* Detailed testing over year end accruals and creditors balances by applying KPMG audit methodology.
* Testing journals – Understanding the journal posting process and testing samples of journal entries back to supporting documentation
* Performing Agreed Upon Procedures for the Pennsylvania entity in the US. Organising conference calls with the finance team in the US and reporting to the KPMG US engagement team on our audit findings.
* Coaching all members of the engagement team

**Paddy Power PLC**

**Turnover** €20 billion

**Time assigned** 4weeks (Team Senior – Half Year Review)

**Reporting to** Manager, Senior Manager (2), Partner (2)

**Experience**

* HFM – Running reports from the client’s off-the-shelf accounting package. Using these reports to identify journal entries which were posted at group level in the first 6months of the year and obtaining supporting documentation from the client.
* Performing analytics below EBITDA level in the Latin America division, as well as in the Australian and Asian divisions.
* Testing the share based payment calculation and performing analytics on the movements in share based payments.
* Recalculating the elimination of unrealised stock profits at group level and documenting my results for review by the senior managers on the engagement.
* Coaching all members of the engagement team.

**Small Company Ireland Limited**

**Turnover** €6 million

**Time assigned** 2 years (Team Senior – FY13 engagement)

**Reporting to** Manager, Partner, Group Team

**Experience**

* Attending client planning meetings with the Manager and Partner and taking minutes of the meeting.
* Performing planning areas of the file such as confirming the teams independence, preparing planning risk assessment analytics, setting a materiality level, reviewing board minutes and new contracts, discussing laws and regulations, preparing an engagement letter and discussing a fraud agenda with the client.
* Applying Computer Assisted Auditing Techniques (CAAT) to the Revenue general ledger codes. Identifying unusual entries posted against Revenue and Debtor codes in the financial year and discussing these unusual entries with the client.
* Preparation of the financial statements and ensuring all disclosures are appropriate and in line with Irish GAAP.
* Coaching all members of the engagement team.

**Various small and medium sized entities**

* Audit experience on a wide variety of clients including construction, media, financial services, and not for profits.

##### OTHER WORK EXPERIENCE

**Part time role prior to**

**Date:** Summer(s) 2001-2004

**Role:**

##### OTHER SKILLS & INTERESTS

* Highly computer literate - European Computer Driving License (ECDL) and Advanced Excel Training. I have practical experience on a variety of software applications (Word, PowerPoint, Lotus Notes, as well as accounting packages such as HFM).
* Took part in US GAAP and US GAAS training in KPMG
* Secretary of the UCD soccer club
* Full Irish Driving Licence for over 6 years
* Took part in US GAAP and US GAAS training in KPMG
* Keen interests in golf, skiing, travel and music

**Professional References available upon request**