



DIVISION:	ACCOUNTANCY
REG No.:	
TITLE:	CV ATTACHED: Yes/No
FORENAMES:	PERMANENT: Yes/No
SURNAME:	If Yes, minimum salary (per annum): £
ADDRESS:	TEMPORARY: Yes/No
	If Yes, minimum salary (per hour): £
	LOCATIONS:
	DATE AVAILABLE:
POST CODE:	HOURS AVAILABLE: Days/Evenings/
HOME TEL. NO.:	Weekends/School OR _____
MOBILE/CONTACT TEL. NO.:	DATE OF BIRTH:
EMERGENCY CONTACT TEL. NO.:	SEX: Male/Female
E-MAIL ADDRESS:	MARITAL STATUS:
NATIONALITY:	HEALTH: Good/Average/Poor
WORK PERMIT:	HEALTH DECLARATION COMPLETED: Yes/No
I.D. PROVIDED:	CHECKED Yes/No
TRANSPORT:	Car/Bicycle/Public
DRIVING LICENCE:	Clean/Endorsements
	DO YOU HAVE A CRIMINAL RECORD? Yes/No

HOW DID YOU HEAR OF US? Recommendation/Paterson Recruitment Website/Advertisements (specify media):

QUALIFICATIONS:

PRESENT/LAST EMPLOYER	JOB TITLE	JOB DESCRIPTION
	DATES EMPLOYED	
	SALARY	
	REASON FOR LEAVING	
TYPE OF BUSINESS		
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TYPE OF BUSINESS		

DECLARATION
The above information is true to the best of my knowledge and belief. I wish for Paterson recruitment to use this information to seek suitable positions for me and I will advise them of any offers of employment I receive through their introduction.

If you are under the age of 18, please state if you have received Vocational Guidance: Yes/No

SIGNATURE:

DATE:

EDUCATION

No. of GCSE Grade C+ _____ No. of GCSE Grade D- _____ No. of A/O Levels _____
BTEC Specify:
Degree Specify:
NVQ Specify:
RSA Specify:
Other: Specify:

LANGUAGES – Indicate whether business or conversational

Danish	Dutch	English	French
German	Italian	Japanese	Norwegian
Portuguese	Russian	Spanish	Swedish

QUALIFICATIONS

1 st Time Passes	Finalist ACCA	Finalist CIMA	MBA
Newly Qual. ACA	Newly Qual. ACCA	Newly Qual. CIMA	PQ AAT
PQ ACA	PQ ACCA	PQ ATT	PQ CAT
PQ CIMA	PQ ICM	PQ Timebarred	PQ ACT
PQ CIPFA	QBE	Qual. AAT	Qual. ACA
Qual. ACCA	Qual. ACT	Qual. ATT	Qual. CAT
Qual. CIMA	Qual. CIPFA	Qual. Chartered Sec.	Qual. ICM
Qual. ACT	Qual. Lawyer	Qual. Tax	

ACCOUNTANCY EXPERIENCE / SKILLS – Please highlight relevant practical experience

Aged Debt Anal.	Analyst	Assess Bad Debts	Cashier
Bookkeeping	Basic / Manual / Computer	Credit Control – Size: _____	£ _____
Foreign Currency	Ledger – Nominal	Ledger – Purchase	Ledger – Sales
Overdue Accts Progress	Petty Cash / Expenses	Practice	Reconciliation – Accounts
Reconciliation – Bank	Trial Balance	Startup	Stock Control
Supervision – No.: _____	Wages / PAYE / Size: _____	P11D's, P60's, P38	Credit Management
Contract Accountancy	Pensions Admin.	Systems Setup	Litigation
Intercompany Accounting	Foreign Exchange	Letters of Credit	Staff Supervision: Yes/No

COST ACCOUNTING

Absorption Costing	Budgetary Control
Cost Classification	Marginal Costing
Product/Job Costing	Standard Costing
Activity Based Costing	Transfer Pricing

COMPANY LAW / SECRETARIAL

Bankruptcy/Insolvency	Company Secretary
Insurance	Meeting, Law, Practice
Pensions	Registration Work
Practice	Due Diligence

FINANCIAL ACCOUNTS

Accruals/Payments	Balance Sheet Preparation
Consolidations	Depreciation / FixAsset
Statutory / Year Accounts	Stock Evaluations
EMEA	Year End Accounts
Financial Loss	Control Accounts
Profit & Loss	Financial Analysis
Cash Books	Variance Analysis
Treasury	

MANAGEMENT ACCT

Capital Expend. Assessment	Cashflow Forecasts
Performance Evaluation	Product Pricing
Sales Forecasts	Sales Statistics
Project Accountancy	Bus. Process Reengineering
Business Planning	Change Management
Spreadsheet Modelling	

AUDIT

External	Incomplete records
Internal	Size – Small, Medium, Large
Sarbanes Oxley	M & A Work
Audits: Computer	

TAXATION

Capital Gains / Transfer	Corporation Tax
Personal Tax	Treasury
VAT / Intrastat Returns	Corporate Governance
UKGAAP	USGAAP

INDUSTRY SECTOR – Please highlight relevant industry experience

Accountants	Advertising	Agriculture	Automotive
Autosport	Biotechnology	Brewing	Business Services
Car Dealers	Car Manufacturers	Charities	Chemicals
Civil Engineers	Communications	Computer Hardware	Name
Computer services	Computer software	Construction	Consultancy
Distribution	Education	Electronics	Engineering
Environmental	Estate Agency	Finance/Insurance	FMCG
Food	Government	Healthcare	Holding Company
Catering/Hospitality	Housing Association	Import/Export	Industrial Equipment
Internet	Leisure	Logistics	Manufacturing
Marketing	Media	Office Equipment	Oil/Gas
Pharmaceuticals	Printing	Publishing	Research
Retail	Scientific research	Service provider	Solicitors
Standards Authority	Transport	Utility	

IT SKILLS – Please highlight relevant experience as B – Basic, I – intermediate, or A – Advanced

AS400:	Access	Access Query Language	BPCS
Baan	Business Objects	CODA	Cognos
Excel	Excel Micro User	Generic ERP System	Great Plains
Hyperion	Implementor	JBA	JD Edwards
Java	Kalamazoo	Kerridge	Lawson
Lotus	MANMAN	MRP	Mainframe Query Language
Micro Control	Navision	Oracle	Pegasus
Peoplesoft	Pillar	PowerPoint	Programming Skills
SAP	Sage	Sage Line 100	Sage Line 200
Sage Line 50	Sun Accounts	Tetra	Visual Basic
Other:			

Please provide two employer referee details within the past 3 years

<p>REFEREE 1</p> <p>Name: Position: Company: Address:</p> <p>Tel. No.</p>	<p>REFEREE 2</p> <p>Name: Position: Company: Address:</p> <p>Tel. No.</p>
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<p>COMPANIES NOT TO APPROACH</p>	<p>DEVELOPMENT AREAS</p>
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PREFERRED INTERVIEW TIMES

INTERVIEW NOTES

Personal Profile

Action Plan

Additional Notes

A **A / B / C**

Comments:

S **A / B / C**

Comments:

P **A / B / C**

Comments:

E **A / B / C**

Comments:

Qualification Checks

ACA 0207 920 8100

ACCA 0141 309 4080

CIMA 0207 637 2311

AAT 0207 837 8600

ATT

ICM

References Checked: Yes/No

Qualifications Checked: Yes/No

VISA Copy taken: Yes/No

INTERVIEWED BY: