# CALLUM MORALES

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## SUMMARY OF QUALIFICATIONS

- Accountant who likes tidy ledgers and month-ends that close on time.
- Experience across 3 employers, most recently as Accountant at Ledgerline Partners.
- Clear with non-finance colleagues.
- Known for clear communication with colleagues and for following work through to the end.

## EDUCATION

**University of Sydney** — **Sydney**
*BSc Accounting and Finance* — *2015*

## PROFESSIONAL EXPERIENCE

**Ledgerline Partners** — **Austin, TX**
*Accountant* — *Nov 2023 – Present*

- Prepared month-end reconciliations and supported the year-end audit.
- Chased overdue customer accounts and reduced debtor days.
- Reconciled bank accounts and intercompany balances every month.
- Answered budget-holder questions on spending and accruals.
- Automated a manual reconciliation in Excel and saved two days a month.

**Ledgerline Partners** — **Austin, TX**
*Assistant Accountant* — *Jan 2021 – Aug 2023*

- Cleaned up the fixed asset register ahead of audit.
- Processed supplier invoices and payment runs for 26 suppliers.
- Prepared payroll journals and checked them against reports.
- Built a cash-flow forecast the directors reviewed weekly.

**Holt & Co** — **Austin, TX**
*Accounts Assistant* — *Mar 2018 – Nov 2020*

- Prepared VAT returns and management accounts packs.
- Prepared schedules and answered auditor queries at year end.
- Supported budget holders during the annual budgeting round.

## INITIATIVES

**Month-end checklist**

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

**Expense policy refresh**

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

## TECHNICAL SKILLS

General: Xero, Sage, Excel
Languages: English (Native), Spanish (Conversational)

## CERTIFICATIONS

- AAT Level 3
- ACCA (part qualified)

## EXTRA-CURRICULAR ACTIVITIES

- Mentor for a school careers programme, helping students with CVs and mock interviews.
- Volunteer at a local food bank twice a month.

## REFERENCE

Ola Osei
Senior Lecturer, Holt & Co
Contact: ola@example.com