

## CIMA's prescribed CV format / Functional Specialisms

All submitted CV's must meet CIMA's prescribed CV format. Any CV's that are not in this format will not be accepted as part of the application and you will be asked to update the document accordingly.

CIMA's CV guidance contains information regarding functional specialisms.

*Any applicant that lists Tax as a specialism without showing substantial evidence will be asked for further information to support their application or they will be asked to remove Tax from their specialisms.*

## Skills Gaps

There is a free text box within your application where you can outline any skills gaps that your CV may show with regards to working in practice. In this box you can also outline any plans for CPD that is being undertaken to address these gaps.

Any plans for the practice (practice venture) should also be outlined here.

The current CV format can be accessed [here](#).

## CIMA prescribed CV structure and content

Your CV will be used to assess your ability to work as a CIMA practising accountant. You must use the structure as outlined below in your CV as this will ensure you include all the necessary information and greatly assist CIMA's Practising Certificate Assessors when assessing your application. Please pay particular attention to the requirements of section 3 (Competencies).

### 1. Personal Information

Please supply your name, email address, if you are a member of another professional body and your education history (Please list dates and titles of your qualifications)

### 2. Employment History

When listing your work experience put your most recent first. *Paying particular attention to the last five years.*

### 3. Competencies

You must select the competency and then supply the relevant experience with dates, so the assessors can cross reference these with your employment history. You need to demonstrate how your experience means that you are competent to advise your clients in any of the Advanced Competencies/Functional Specialisms you select. For the basic and core competencies, you should demonstrate a deep knowledge or experience in each.

Please remember that you should add in additional lines onto the excel format or use the "wrap text" functionality in excel to give you enough space on each line to explain your experience.

#### Important

To ensure your CV meets CIMA's requirements please be as thorough as possible when outlining your experience for each functional specialism below. It is essential that you show competency in **all** the basic and core competencies listed and any of the advanced competencies you wish to practice in, although a minimum of five is required by CIMA.

*All Tax specialisms selected must have substantial evidence contained within the CV, without this evidence you will be asked for further information or to remove the Tax specialisms.*

<b>Basic Competencies</b> <i>(your CV must show experience in all these areas)</i>	<b>Core Competencies</b> <i>(your CV must show experience in all these areas)</i>	<b>Advanced Competencies</b> <i>(your CV must show experience in at least 5 of these areas)</i>
<ul style="list-style-type: none"> <li>▪ Statutory and regulatory reporting</li> <li>▪ I.T desktop skills</li> <li>▪ Systems and procedure development</li> <li>▪ Preparation of management accounts</li> <li>▪ Working capital content</li> <li>▪ Product and service costing</li> <li>▪ Information management</li> </ul>	<ul style="list-style-type: none"> <li>▪ People Management</li> <li>▪ Planning and organising</li> <li>▪ Work Scheduling</li> <li>▪ Marketing and Business development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bookkeeping / accounting</li> <li>▪ Business planning / budgeting (non-tax)</li> <li>▪ Business process improvement</li> <li>▪ Business tax planning / advice</li> <li>▪ Cash flow management / treasury</li> <li>▪ Company secretarial matters</li> <li>▪ Contribution / profit analysis</li> <li>▪ Cost reduction</li> <li>▪ Costing / accounting systems</li> <li>▪ External financial reporting</li> <li>▪ Funding to business</li> <li>▪ Interim management</li> <li>▪ Internal audit / risk analysis</li> <li>▪ Management performance reports</li> <li>▪ Payroll / NI/ PAYE administration</li> <li>▪ Personal tax planning / advice</li> <li>▪ TCSP</li> </ul>

### 4. Planned Professional Development

Please list any that you think may be relevant to working in practice (include course title, dates, the training organisation and any qualifications awarded).

*You are not required to list any hobbies or interests in your CV unless you feel they are directly relevant to the Practising Certificate application.*