

Interview and CV preparation

Guide on Technical skills for Finance Career Field

What are technical skills?

Technical skills are the specialized knowledge and expertise required to perform specific tasks and use specific tools and programs in real world situations. Diverse technical skills are required in just about every field and industry, from IT and business administration to health care and education.


In fact, many entry-level positions across industries require basic technical skills, such as cloud computing in Google Drive and navigating social media platforms. Examples of more advanced technical skills that a job might require include programming languages, technical writing, or data analysis.

Technical skills, sometimes referred to as hard skills, that your resume/cv should always show the practical knowledge you use in order to complete tasks.

This guide will help you with the technical skills companies are expecting to see listed on your resume/cv based on the career field you are applying for.

What is the Finance career field?

The field of finance involves the management of money and how an individual, company or government agency acquires and spends money. This field might include activities like investing, saving, borrowing, lending and budgeting money. Stockbroking, risk management, financial engineering and investment banking are all important aspects of the field of finance. Finance may refer to the overall system of financial markets that move the flow of money, and those in this field may study these markets and the flow of that money through the economy. The field of finance is essential for an entity to handle its financial affairs effectively.

 Within this career field we can find different roles you can work on, and each one has its own unique requirement you need to have included in your CV.

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Possible Careers in Finance

Financial planning

Financial planners help people strategize for their present and future finances. They might review an individual's financial standing and goals to create a plan for saving and investing. Financial planners can work in large, national businesses or smaller, local firms.

Corporate finance

Corporate finance jobs involve managing a company's finances. Corporate finance professions include financial analysts, internal auditors, accountants, finance directors and treasurers. Someone who works in corporate finance might plan a company's overall financial strategy, prepare financial documents and predict profits and expenses. Advanced corporate finance positions may help in mergers and acquisitions activities, like determining the value of an acquisition target. Employees in corporate finance may work in businesses of any size, from international organizations to smaller startups.

Public accounting

Public accountants help people and companies monitor their finances according to accounting regulations. A public accountant might record business transactions, audit financial records, prepare tax returns, prepare financial documents and provide financial consulting services. They can work in large partnerships or small firms.

Investment banking

Someone with a career in investment banking usually acts as a financial advisor to help clients raise their profits. Investment banking positions include sales and trading, research analysts and mergers and acquisitions. People who work at investment banks often provide financial advisory services, manage assets, trade stocks and bonds and finance deals. They may offer these services to people, companies, nonprofits or government bodies.

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General skills needed

Firstly, let's have a look at some general skills useful in the Computer Science career field which you should include in your CV.

General Hard skills:

Accounting

- Budgeting
- Calculations
- Cash Flow Management
- Computer
- Concentration
- Cost Analysis
- Cost Reduction
- Data Processing

Analytical

- Financial Analysis
- Financial Planning
- Forecasting
- Logic
- Planning
- Prioritization
- Problem-Solving

Technological

- IT Software
- Microsoft Office
- Securities
- Software
- Financial Engineering

General Soft skills

- Presenting
- Relationship Management
- Persuading
- Translating data
- Financial reporting
- Problem solving
- Negotiation



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CV example

PROFESSIONAL SUMMARY

Steadfast Finance Manager with 12 years of experience managing multimillion-dollar business operations. Successfully optimizes frameworks and cultivates cohesive teams to meet and exceed business financial goals. Excellent reporting, record keeping and relationship-building abilities.

WORK HISTORY

- 04/2015 to Current **Finance Manager**
Home Point Financial – Ann Arbor, MI
- Produced quarterly financial reports outlining financial data to assist management with making strategic plans and operational decisions
 - Executed core financial processes, including vendor setup and payment, operational expenses, administration of bank accounts and account reconciliations
 - Decreased monthly expenditures by 15% through effectively reviewing documents and identifying problem areas
- 01/2011 to 03/2015 **Finance Specialist**
Gentherm – Ann Arbor, MI
- Prepared monthly documents, reports and presentations for executives and board members using advanced software proficiencies
 - Acted as liaison between customers and funders to increase overall funding by 25% and remove financial roadblocks
 - Worked with managers to develop annual expense plan goals
- 07/2007 to 12/2010 **Financial Analyst**
Trinity Health – Ann Arbor, MI
- Evaluated competitor data and statistics to develop business investment strategy and drive growth
 - Delivered financial oversight and advice to corporate stakeholders to improve strategic planning
 - Audited, balanced and reconciled payroll for more than 200 personnel

SKILLS

- Reporting and documentation
- KPI management
- Financial analysis
- Business development expertise
- Business operations
- Budget management
- Risk assessment
- Regulatory compliance

EDUCATION

- Bachelor of Science: Finance**
University of Michigan - Ann Arbor - Ann Arbor, MI
- Minored in Business Management

WORK HISTORY

- January 2018 to Current
Trainee Accountant
McBride Financial Services, Edinburgh
- Reconciled all company accounts, including credit cards, employee expenses and commissions.
 - Completed financial reports to inform managers and stakeholders.
 - Reviewed GL entries and assessed accuracy.
 - Balanced reports to submit for approval and verification.
 - Maintained accurate and complete documentation for all financial department procedures.
 - Monitored status of accounts receivable and payable to facilitate efficient processing.

September 2015 to December 2017

- Junior Financial Assistant**
Smith and Jones Finance, Edinburgh
- Supported Finance Officer in improving operations and resolving issues to deliver top-notch customer service.
 - Researched and updated all required materials needed for firm and partners.
 - Performed initial client assessment and analysis to begin research process.
 - Maintained smooth operations of accounts through effective and efficient monitoring.
 - Ensured adherence to FCA regulations for continued company compliance.

SKILLS

- Invoicing and collections
- Data processing
- Expense reports
- Account reconciliation
- Accounts payable and receivable
- Payroll processing
- Month-end reports
- Budgets and forecasting

EDUCATION

- June 2015
Bachelor of Science Business Operations
University of Edinburgh, Edinburgh
- August 2012
A-Levels Business, Economics, History
Long Road Secondary School, Glasgow

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Steps to take for interview prep

Questions which are helpful to prepare

There would be a mix of standard behavioral questions and technical questions to assess your skills and where you would be most utilized within the company during your internship.

1. What is a cash flow statement? Explain.
2. Can a company show positive net income and yet go bankrupt?
3. What is hedging? Explain.
4. What do you understand by fair value?
5. What are derivatives?
6. What is financial risk management?
7. What is liquidity?
8. What is a dividend growth model?
9. What is a balance sheet?
10. What is the greatest achievement in your financial career so far?
11. If you could use just one type of statement to assess the financial health of a company, which would you choose and why?
12. What are three types of short-term financing that our company could use to fulfill its cash needs?
13. What impact would the purchase of an asset have on our balance sheet, income statement and cash flow statement?
14. What is the greatest financial challenge facing our industry today?
15. What are three financial changes that you anticipate in our industry over the next ten years?

Remember, that this is an internship, and if there are things you are unsure of - that is completely okay! This is a learning experience and your supervisor is there to support you. Be sure to be honest and transparent regarding your skills and capabilities.