# **MEAGHAN D'ARCY**

## Accounting Technician | Part-qualified Accountant | Accounts Assistant

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Linked in

<u>Website</u>

Qualified Accounting Technician. Registered ACCA student. 12 professional years experience; 2 years in an accounting practice and 10 years in a client facing role in industry. A dynamic, highly motivated and friendly professional. Possessing a diverse skill set including data entry, financial and administrative expertise, strong numerical and analytical skills, sales, marketing and interpersonal skills. Well-equipped to excel in various organisational settings. Native English speaker with conversational Spanish.

## **CORE COMPETENCIES**

- **Technological Skills:** Accounting Software; Surf accounts, BrightPay, BrightBooks, Sage, TAS books. Tableau, Slack, Advanced Microsoft Excel, Microsoft Office, Phorest Salon Software, Canva, Social media content creation and monitoring social media platforms.
- **Financial and Administrative activities** Strong understanding of the Irish Tax system and accounting principles. Demonstrating strong numerical skills and attention to detail.
- Relationship Building: Fostered strong, long-term professional relationships with clients, promoting retention and repeat business. A great team attitude. Able to build relationships with people across various cultures and backgrounds. Experience in collaborating with both small and large teams in a supporting role, to deliver on short deadlines.
- Workload and Time management- Ability to prioritise workloads and meet strict deadlines. Operated efficiently in a high pressure environment for 10 years in a client facing role. 2 years working in a busy accounting practice with strict filing deadlines.
- **Performance Metrics:** Consistently met and exceeded monthly sales and service KPIs, demonstrating a results-driven approach.
- **Business Development:** Proactively established new client relationships, successfully building and maintaining a loyal customer base.
- Adaptability and Commitment to Learning Quickly adapted to new systems, products, and processes, demonstrating a commitment to continuous improvement. Successfully changed career in 2021 by retraining as an Accounting Technician, Currently registered as an ACCA student.
- Interpersonal Skills Confident communicator both written and face to face. Developed and maintained excellent professional relationships with colleagues and clients.

## **PROFESSIONAL EXPERIENCE**

Note; Travelled extensively between June 2023- December 2024. Lived in Valencia, Spain. Now returned to Dublin.

#### **ESL Associate and Co-ordinator**

#### April 2024 - August 2024

Part time contract-Hybrid position Julie's British Academy | Valencia, Spain

- Backpacked through Europe, Australia and Asia after contract ended in previous role. Relocated to Valencia, Spain.
- Learning & Development: Conducted in-depth training sessions both online and in-person, effectively communicating complex concepts to diverse audiences.
- **Presented:** Delivered customized presentations and training to corporate clients, aligning content with business and financial objectives.
- **Planned:** Developed and implemented structured plans to achieve measurable outcomes, demonstrating strong organizational and strategic planning skills.
- **Prepared:** Guided clients for high-stakes evaluations and assessments, ensuring readiness for achieving critical benchmarks.
- **Collaboration:** Provided ongoing support and mentorship to team members, fostering knowledge-sharing and continuous professional development.

#### **Accounting Technician**

#### June 2021 - June 2023

*Full time, fixed term apprenticeship contract-Hybrid position* **Gerard O'Rorke & Co Accountants** | Kells, Meath, Ireland

- Accounts Preparation: Supported the preparation of financial statements under IFRS, ensuring accuracy and compliance.
- **Payroll Administration:** Processed weekly, bi-weekly, and monthly payrolls for 50+ companies, generating payslips for up to 20 employees per company.
- **Profit & Loss Analysis:** Prepared 35% of client Income Tax returns end-to-end, completing F11 filings and submissions via ROS with precision.
- VAT Compliance: Reviewed and analyzed up to 500 VAT invoices per client, preparing and filing accurate returns on ROS.
- Accounts Receivable: Managed invoicing, monitored accounts receivable, and ensured timely follow-up on overdue payments.
- Bank Reconciliations: Performed monthly and annual bank reconciliations for multiple clients, ensuring accurate allocation for tax purposes.
- **Process Improvement:** Collaborated on ad hoc projects and optimized workflows to enhance efficiency and accuracy across financial operations.

#### **Project Manager**

Kells, Co. Meath

#### December 2020 - June 2021

- Project Management: Oversaw the end-to-end renovation of a residential property, ensuring successful project delivery.
- **Design Planning and Implementation:** Developed, planned, and executed interior and structural design processes to achieve functional and aesthetic goals.
- Stakeholder Coordination: Liaised with contractors, suppliers, and other stakeholders to ensure clear communication and alignment throughout the project.
- **Timeline Management:** Managed and adhered to strict project timelines, ensuring milestones were met and delays were mitigated.
- **Budget Oversight:** Conducted comprehensive financial planning and managed the renovation budget, optimizing resources and maintaining cost controls.

### **EDUCATION**

ACCA | 2024 Registered student with the view of becoming a fully qualified chartered accountant.

Accounting Technician Ireland | Colaiste Ide (Sept 2021 - June 2023) QQI level 6

Leaving Certificate / Skerries Community College| (2006-2012)

## **PROFESSIONAL EXPERIENCE PREVIOUS TO CAREER CHANGE**

Senior Client Experience Specialist Bozena Sarek Hairdressing | Navan, Meath, Ireland Award winning salon in Meath, specialising in luxury client experience.

#### Senior Client Experience Specialist

**Aviary Lane** | South Anne St, Dublin 2, Ireland Leading salon in Dublin. I was promoted from junior to senior position, as Master Colour Expert, within 2.5 years

Service Operations Co-Ordinator Buzz Hair Studios | Skerries and Rush, Co. Dublin Family business

#### Transferable skills

- Time Management, Performance Metrics, Adaptability, Relationship Building, Continuous Learning.
- Client Satisfaction: Directly accountable for ensuring high levels of client satisfaction by delivering personalized and professional services.
- **Operational Coordination:** Scheduled appointments and managed inventory using Phorest software, ensuring seamless operations and optimal stock levels.
- **Training Contribution**: Actively contributed to the in-house Learning and Development team, sharing knowledge and supporting team growth.
- **Business Development**: Proactively established new client relationships, successfully building and maintaining a loyal customer base.

## **CERTIFICATIONS / PROFESSIONAL TRAINING**

- Harvard University CS50 Jan 2025 Present
- Advanced Excel training with Accounting Technician Ireland
- Surf Accounts Cloud based accounting software with Accounting Technician Ireland
- Master Colour Expert | Wella Company (2017)

March - December 2020

February 2015 - March 2020

October 2010 - February 2015