

## Education

<b>2021 – 2022</b>	Higher Diploma in Accounting, Limerick Institute of Technology
<b>2020 – 2021</b>	Certificate in Leadership and Management, ILM, Online Study
<b>1998 – 2000</b>	BSc in Management, Trinity College, Dublin
<b>1995 – 1998</b>	Diploma in Health Services Management, D.I.T. Aungier Street, Dublin
<b>1990 – 1991</b>	Certificate in Executive Secretarial Studies with French
<b>1985 – 1990</b>	Loreto Secondary School, Kilkenny

## Work Experience

### **Feb 20 – date South East Energy Agency CLG**

#### Finance Manager

- Responsible for financial reporting to senior management and board of directors
- Management of EU and SEAI grant claims including staff, infrastructure, and equipment costs
- Work across departments to ensure business and financial interdependencies are met
- Analyse and evaluate budgets and forecasts
- Set, track, report, and analyse budget and variances both financially and project based
- Cashflow management and projections
- Yearend accounts preparation and completion, working directly with auditor for audit completion
- Preparation and presentation of monthly management accounts
- Manage finance team and organise and allocate workload
- Train new employees to follow company policies to successfully complete tasks
- Oversee accounts receivable and payable management and bank reconciliation
- Prepare and complete all revenue requirements including VAT/RCT
- Work closely with external payroll specialist on payroll management
- Ensure internal controls are maintained and implement good accounting practices
- Financial management of secretariat for two associations – Irish Windfarmers Association & Irish Energy Storage Association

### **May 18 – Feb 20 Smithwick's Experience, Diageo Ltd**

#### Financial and Operations Accounts Administrator

- Preparation and submission of month end reports
- Management of accounts receivable
- Debtors accounts and bank reconciliation
- Management of stock take and reconciliation
- Yearend reconciliation and reporting
- Support Diageo finance team in month end processing
- Management of group booking from numerous tour operators
- Management of yearly tour operators' contracts

### **Feb 02 – May 18 Paddy Raggett Homes Ltd**

#### Accounts Administrator

- Reconciliation and management of numerous bank accounts
- Cash flow management
- Management of accounts payable and receivable
- Balance sheet reconciliation
- Subcontractor management and reconciliation
- Revenue and other statutory returns
- Payroll
- Yearend accounts completion and subsequent audit preparation
- Update the company website

**Oct 01 – Feb 02 Reconciliations, Operational Control, Deutsche International**

Reconciliations Officer

- Stock reconciliation of fifteen multi-manager funds
- Forward deal reconciliation of fifteen multi-manager funds

**Sept 00 – June 01 Client Reporting Unit, AIB Investment Managers**

Assistant Manager

- Client Report Management
- Manage and update AIBIM Website
- Update Monthly Indices
- Cash Management & Client Funding
- Setting staff's objectives and monitoring progress
- Domestic & Foreign Tax Reclaims
- Portfolio Management Fee process
- AVC Client Administration

**Aug 99 – Sept 00 Control Unit, AIB Investment Managers**

Team Supervisor

- Reconciliation of Dublin and London Client Settlement Accounts, efficient resolution of outstanding items
- Analysis and reporting of overdrawn balances report
- Dirt tax payment to Group Taxation
- Reconciliation of External Clients
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**Aug 98 – Aug 99 Control Unit, AIB Investment Managers**

Reconciliation Clerk

- Reconciliation of Dublin and London Client Settlement
- Post and balance call deposit accounts
- Balancing external clients
- Assist in dirt tax payment to Group Taxation

**Oct 97 – Aug 98 Finance Department, Eastern Health Board**

Reconciliation Clerk

- Balancing of Supplementary Welfare Accounts
- Monitoring cheques cashed by persons unknown
- Reporting fraudulent cheques
- Management of over/under payments by the bank
- Confirmation of stop-of-payments

**Sept 94 – Oct 97 Good Counsel Centre, Eastern Health Board**

Administration Officer

- Personal Assistant to the Clinical Director/Director of Mental Handicap and medical team
- Secretary to the Chief Nursing Officer and his team

**Jan 92 – Sept 94 Dublin Processing Centre, Bank of Ireland**

Temp Bank Assistant

- Member of a shift team responsible for the processing of items for twenty-eight branches in the Dublin area
- Receipt, preparation and dispatch of work- Performing autocapture, data entry and power encode
- Operating BancTec 9400 sorters

**Nov 93 – Sept 94 Nursing Homes Section, Eastern Health Board**

Clerk/Typist

**Oct 92 – Dec 92 Paris**

Child-minder

**May 91 – Jan 92 Avonmore/Universal Providers**

Clerk/Salesperson