

## Personal Details

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## Education & Qualifications

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- **May 2020 to Sep 2020 Code Institute:**  
Diploma in Full Stack Web Development
- **Jun 2013 to Jun 2016 ACCA Qualified** (Affiliate member)
- **2006-2010 Dundalk Institute of Technology:**  
BA in Accounting and Finance (2006 – 2009) & MA in Accounting (2009/10).
- **1999-2004 Coláiste Rís, Chapel Street, Dundalk:**  
Leaving Certificate 2004 (7 Honours – 475 points)

## Work Experience

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**June 2016 – May 2020**

**PW Mining International (Ghana) Ltd.**

*Position: Finance Manager*

Reporting to group finance director, I had responsibility for the day to day running of the finance department and a team of six under my direct management.

*Key responsibilities included:*

- Management of finance team to ensure all key finance tasks completed in an accurate and timely manner – AP, AR, payroll, tax compliance, preparation of monthly management accounts etc.
- Maintaining key relationships with clients, suppliers, bankers and auditors (incl. governmental auditors)
- Keeping abreast of commercial developments in Ghanaian mining and construction sectors, and changes in tax legislation
- Review and submission of monthly, quarterly and annual financial reporting packs to the board of directors
- Cash flow management - responsible for preparation and presentation of annual and rolling monthly cash flow projections to the board
- Ensuring any other financial info requested by the board is available promptly to support commercial decision making
- Management of annual external audit process – agreement of fees, timelines, and implementation of any recommendations
- Ensuring robust internal controls are in place, review of existing procedures and recommendation of updates to internal controls to Group FD where appropriate

**October 2015 to May 2016:**

**Deloitte, 19 Bedford Street, Belfast BT7 7EJ**

*Position: Project Accountant*

*Responsibilities:*

- Working with project management teams to develop project budgets and regularly tracking actual fees and expenses against management reports
- Monitoring time and expense reporting
- Generating client invoices for project related fees and expenses
- Tracking and managing accounts receivable
- Managing revenues for internationally participating Deloitte offices
- Performing financial analysis and preparing financial management reports including forecasts to complete

**May 2015 to September 2015 (temp):**

**Regus, Cromac Square, Belfast BT2 8LA**

*Position: Assistant Financial Accountant*

*Responsibilities:*

- Assisting with accounting for a recent business acquisition. Responsible for analysis of closing financial information handed over by the acquired business prior to integration into Regus' accounting system.
- Work includes validation of closing AP/AR balances, Fixed Asset reconciliations and accurate mapping of nominal account balances into Regus' accounts
- Review of statutory books for the companies within the acquired group and ensuring Companies House information is up to date
- Tax computations - preparation of tax computations in OneSource for review and submission to HMRC
- Month end accounting for one specific entity within the acquired group – prep of accounts to TB stage, preparation of balance sheet recs.

**April 2<sup>nd</sup> 2015 to May 8<sup>th</sup> 2015 (temp):** **Aramark Ireland, Northern Cross, Malahide Road, Dublin 17**

*Position: Taxation Compliance Analyst*

*Responsibilities:*

- Reconciling GL VAT postings to Oracle Tax Reporting Ledger for 20 countries
- Identifying and following up incorrect postings with the relevant departments
- Ensuring accurate returns are submitted to local tax authorities, and ensuring that VAT owing is paid on time.
- Bringing outstanding historical Electronic VAT Returns up to date for EU countries in which Aramark is not VAT registered

**March 2013 to January 2015:**

**SkillPages, Blackrock Business Park, Blackrock, Co. Dublin**

*Position: Assistant Accountant*

*Responsibilities:*

- Preparation of monthly management accounts for review with the Head of Finance
- Assisting the Head of Finance with preparation of budgets and cash flow projections
- Analysis of variances from budgets
- Performing monthly bank reconciliations on all the company's bank accounts (multiple currencies)
- Recording journal entries and maintenance of all general ledger accounts
- Maintaining creditors & debtors' ledger and reconciling to GL. Responsible for filing vendor invoices and preparation of invoices for customers.
- Preparation of other balance sheet reconciliations to support accruals/prepayment balances.

- Accounts payable management – ensuring vendor records are accurate and ensuring payment is made to vendors in a timely manner.
- Maintenance of the fixed asset register
- Preparation of weekly KPI reports focusing on customer engagement and sales performance in key markets
- Filing of returns to Revenue – P30, VAT Returns, VIES Returns
- Liaising with external auditors during the annual audit

**July 2011 to March 2013:**

**Allied Irish Banks plc. Ballsbridge, Dublin 4**

*Position: Commercial Banking Analyst - Financial Solutions Group*

*Responsibilities:*

- Maintaining good client relationships. Work closely with the relationship manager on portfolio of 30 borrowers
- Timely and accurate completion of annual credit reviews for clients
- Analysis of client company financial statements and assessment of projections and credit proposals
- Use of excel for cash flow modelling & stress testing of client projections & financing costs
- Maintaining Basel Days Past Due list to ensure accurate information was provided to Planning and Reporting team on this key metric
- Daily account maintenance duties – management of account excesses and liaising with clients in relation to same
- Presenting updates to senior management and/or credit committee on relevant clients at internal monthly case reviews

**2011 (Jan – July)**

**Coca Cola Regional Finance Centre, Drogheda, Co. Louth**

*Position: Graduate Assistant Accountant - Treasury Cash Analyst (6 month contract)*

**May 2007 – Jan 2011**

**Vodafone Ireland, The Ramparts, Dundalk, Co. Louth**

*Position: Part-time customer service representative.*

## **Software Skills**

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- Excellent knowledge of Microsoft Office programs including Excel, Word & PowerPoint
- Experienced in various accounting packages such as SAP, Oracle, Oracle Peoplesoft and Quickbooks

## **Other Interests/achievements**

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- Cycling & Fitness – I competed in road cycling for years and still cycle regularly. I also enjoy weight training and other outdoor pursuits like running and hiking
- Music (Grade 8 Piano from Royal Irish Academy) and self-taught on guitar
- Full clean drivers licence

## **Referees**

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Available on Request