

# MEAGHAN D'ARCY

**Accounting Technician | Part-qualified Accountant | Accounts Assistant**  
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[Linked in](#)

[Website](#)

**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**

**March - December 2020**

**Bozena Sarek Hairdressing** | Navan, Meath, Ireland

*Award winning salon in Meath, specialising in luxury client experience.*

**Senior Client Experience Specialist**

**February 2015 - March 2020**

**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**

**October 2010 - February 2015**

**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)