

# Richard Geddis

1 Lower Slievenacloy Road  
Stoneyford  
Lisburn  
BT28 3XT  
(028) 92648293  
07807515427  
richardgeddis8@gmail.com

## Personal statement

---

I am a committed and hardworking individual who enjoys a challenge. In addition to strong communication skills, I am able to work effectively in a team. I can also demonstrate problem-solving skills and thrive under pressure. My drive and ambition ensure I am a valuable addition to any company.

## Key Skills

---

- Advanced in excel spreadsheets, word documents, PowerPoint, outlook and internet explorer
  - Team and team leader oriented with high attention to detail
  - Ability to work under pressure and deal effectively with month end closing deadlines
  - Detail oriented
  - Exceptional organizations skills
  - Full clean driving license
  - Experience dealing with small projects
- 

## Employment History

### Lagan Building Solutions

*May 2018 –current*

*Assistant accountant*

#### *Responsibilities*

- *Processing sales orders onto Sage*
- *Monthly stock-takes and managing stock in and out of the yard.*
- *Keeping in communication with sales managers and directors to ensure orders are going out on time and what the current flow of stock is going forward.*

- *Opening up new customers accounts and completing trade references*
- *Daily banking reconciliation*
- *Weekly invoicing both sales and purchase ledger*
- *Helping out with month end*
- *Ordering in of stock from suppliers and also organising stock from southern depo*
- *Completing accounts payable duties*
- *Processing invoices and ensuring they are on the system ready for payment runs and answering calls in relation to when suppliers will receive payment*
- *Credit control duties ringing customers to chase for money*
- *Internal sales*
- *Assisting other members of the team*
- *Managing the yard to ensure the orders are being processed correctly*
- *Completing VAT checks for Export VAT and any other administration that maybe related to this.*

## **Power NI**

*July 2017 –May 2018)*

*Assistant Accountant*

### *Responsibilities*

- *Month and quarter End reconciliations*
- *Compiling customer number information, bad debt provision and keypad debt reconciliations using Qlikview*
- *Rolling forward working capital and compiling actuals*
- *Rolling forward month end cash flows*
- *Buying and selling of Renewable obligation certificates*
- *Producing journals and posting them to SAP*
- *Posting bank payments through SAP*
- *Producing and posting purchase orders and dealing customer queries in relation to these.*
- *Compiling monthly board report through communicating with all departments of the business to ensure it is completed on time for the directors board meeting.*
- *Compiling financial reports for smaller committee meetings*
- *Attending monthly departmental meetings*
- *Completing and reconciling intangible asset register*
- *Dealing with client queries regarding ROCs in relation to invoices and ad-hoc payments*
- *Completing government energy reports on a monthly and quarterly basis and dealing with any queries they may have in relation to this.*
- *Making payments, producing SAP files and invoices for the sale of renewable obligation certificates*
- *Rolling forward of the sales models.*
- *Communicating with Accounts Payable, Accounts Receivable and Treasury in relation to cash-flow to ensure the correct payments are being made and coming in with regards ROCs.*

**Grant Thornton**

*(February 2016 – July 2017)*

Accounts Production associate

- Responsibilities
  - Produce Statutory Accounts for single, consolidated and LLP using accounting frameworks FRS102, FRS102 Section1A or FRS101 using accountancy software called CaseWare
  - Produce IXBRL for FRS102, IFRS and UK GAAP/FRSSE using CaseWare and Alpha tag
  - Attends departmental and office meetings.
  - Deal with all ad-hoc requests with minimal disruption to my daily work.
  - Meet Productivity targets set
  - Assist and train less experienced or new members of staff
  - Investigate and problem solve accounts that don't balance
  - Respond to auditors demands such as accounts amendments or final draft adjustments

**JNF Capital**

*(September 2015 –December 2015)*

Derivatives Broker and Analyst

- Responsibilities
  - Worked closely with Wealth Managers and traders in order process new accounts and to generate trade ideas through research and keeping up to date with economic knowledge and maintain existing accounts
  - Researching and critically analyzing market data and preparing marketing material in order to assist in the growth of the portfolio
  - Collect, produce and present market data for morning market meetings
  - Ensuring that we are always compliant under FCA guidelines and ensuring that the customer knew the risks at all times

**British Heart foundation**

*(February 2015 - August 2015)*

Retail assistant/ Acting manager

- Responsibilities include general customer services, merchandising and completing weekly and monthly Banking/accounts

## Education

---

### **Coding Institute**

*(June 2020 – June 2021)*

- Full-stack developer course

### **Liverpool John Moore University**

*(September 2011 – June 2014)*

- BA Hons Business Management
- ILM Level 3 leader and management

### **South Eastern Regional College**

*(September 2009 – June 2011)*

- BTEC National Diploma – Distinction, Distinction, Distinction
- Level 2 ICT - Pass

### **Laurelhill Community College**

*(September 2004 – June 2009)*

GCSE's

- Science
- Geography
- Financial Services
- Business Communication Systems
- Maths
- Level 2 English Communication

## Hobbies & Interests

---

I was a member of youth parliament, which took me to Westminster to challenge MP's about the economic situation and also many other things in which effects the youth of the modern day society.

I am currently a member of the UK Youth Ambassadors Team, which has taken to Brussels to meet the Belgium Youth Ambassadors and challenge the MEP's for Northern Ireland and UK on current Issues that evolve around Europe.

My other hobbies include watching F1, Moto GP, Show jumping, attending the Gym, Riding and looking after Horses and enjoying time with friends and family