KEIRA GALLAGHER

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SUMMARY OF QUALIFICATIONS

- Accountant who likes tidy ledgers and month-ends that close on time.
- Experience across 3 employers, most recently as Accountant at Cedar Accounting.
- Clear with non-finance colleagues.
- Known for clear communication with colleagues and for following work through to the end.

EDUCATION

DePaul University — **Chicago, IL**
BSc Accounting and Finance — *2017*

PROFESSIONAL EXPERIENCE

Cedar Accounting — **Lisbon**
Accountant — *Jun 2024 – Present*

- Prepared VAT returns and management accounts packs.
- Prepared schedules and answered auditor queries at year end.
- Prepared payroll journals and checked them against reports.
- Cleaned up the fixed asset register ahead of audit.
- Chased overdue customer accounts and reduced debtor days.

Ledgerline Partners — **Lisbon**
Assistant Accountant — *Jan 2022 – Jun 2024*

- Prepared month-end reconciliations and supported the year-end audit.
- Reconciled bank accounts and intercompany balances every month.
- Automated a manual reconciliation in Excel and saved two days a month.
- Supported budget holders during the annual budgeting round.

Ledgerline Partners — **Lisbon**
Accounts Assistant — *Dec 2018 – Dec 2021*

- Built a cash-flow forecast the directors reviewed weekly.
- Processed supplier invoices and payment runs for 7 suppliers.
- Answered budget-holder questions on spending and accruals.

INITIATIVES

Month-end checklist

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

Expense policy refresh

- Planned and delivered it alongside day-to-day work, with a written plan and agreed success measures.
- Shared the results with the wider team and kept the documentation up to date.

TECHNICAL SKILLS

General: Xero, Sage, Excel
Languages: English (Fluent), German (B2)

CERTIFICATIONS

- AAT Level 3
- ACCA (part qualified)

EXTRA-CURRICULAR ACTIVITIES

- Volunteer at a local food bank twice a month.
- Organiser of a monthly running club with around 30 members.

REFERENCE

Freya Tanaka
Senior Lecturer, Holt & Co
Contact: freya@example.com