

# Brendan Peter McVeigh

ACCA Student Accountant - Border Of Laois, Carlow, Kildare ,  
Ireland

W: <http://www.worky.com/brendanpetermcveigh>

Accounts Technician with ten years experience in sales ledger, payroll, purchase ledger and management accounts. An all rounder with the flexibility to apply myself to various accounts and administration roles.

Currently studying for a business studies degree and for a project management qualification. I will also be continuing my accounts studies toward a professional accounting qualification.

I enjoy working with technology and would be proficient with office and accounting applications. I can set up spreadsheets for data analysis and databases for data collection. I intend to take this further into programming.

## Brendan Peter McVeigh's Professional Experience

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2011 - Present **RealView Innovations Ltd. - Accounts Technician & ICT Systems Administrator**

Bookkeeping and ledger support for optical technology company.  
Also intern-ship to further develop network systems administration skills on Cent-OS and Windows Small Business Server dual server topology.

Key Skills Administration, Administration skills, Bookkeeping, Network Systems

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2007 - 2008 **Athlone Laboratories Ltd. - Accountant Assistant**

Weekly wages run - Sage Micropay (90 employees), create EFT transmission and cheque payments, set up new employees details, apply tax credits for new employees, issue P45 (revenue online or manually), run payroll year-end procedure generate P60 details, arrange voluntary deductions and PRSA co-ordination.

Credit control, bi-weekly overdue debtor's report, deal with general queries from debtors. Enter new orders and amendments on schedule database, update schedule for changes in exchange rates, product costs and selling price.

Produce month end management reports including absenteeism, production, rejections and accruals.

TMS clock-card system, produce on-site employee register daily, deal with advance adjustments of system, queries and problems, track employee holiday entitlement.

Complete CSO reports and other necessary correspondence to state agencies.

Check expense claims and issue payment. Generate recharge and overhead invoices.

Promoted the company off duty which generated new sale opportunity. Can be confirmed by John Clark Marketing Director.

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2006 - 2007 **SL Controls Ltd. - Accounts Assistant**

Transfer of accounting data from spreadsheets and manual to TAS Books accounting system.

Fortnightly payroll including expense claims and liaison with Revenue (15-20 employees).

Assisting Finance Director present year-end accounts to auditor. Obtain quotes from suppliers and issue quotes to customers. Managing sales and purchase orders and generating invoices for parts and labour supplied. Additional administrative duties when needed.

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Key Skills claims, data, finance, Finance Director, invoices, Payroll, Purchase Ledger, Sales Ledger

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2001 - 2006 **ICS Forwarding Ltd - Credit Control**

Sales ledger, credit checking and debt chasing. Purchase ledger, posting invoices supplier statement reconciliation and preparing payment schedule. Profit analysis of manifests and reporting. Production of spreadsheet analysis tools for management. Preparation of spreadsheet analysis tools for management. Preparation of bank lodgement. Dealing with customer and

supplier queries.

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Key Skills Credit Control, invoices, lodgements, Purchase Ledger, Reconciliation, Sales Ledger, spreadsheet analysis

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1997 - 2001 **Donnelly Coachworks - Office/Accounts Clerk**

Responsible for the accounts, payroll and administration of a small family engineering company. Involved processing purchase and sales ledgers, bank reconciliation, credit control, debt recovery and preparation of correspondence with various bodies (HM Customs and I.R.S.) ad commercial. Developed a system of job cost allocation using manual and database systems. Identified alternative revenue sources. Highlighted key areas of resource mismanagement, and identified the work that can produce the greatest margin. Updated and upgraded the office computer equipment.

Key Skills Administration, Bank reconciliation, computer upgrade, Credit Control, database systems, engineering, job costing, Payroll, Purchase Ledger, Resource Management, revenue sourcing, Sales Ledger

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1996 - 1997 **Woo One UK Ltd - Accounts Assistant**

Responsible for the bookkeeping and financial management of a medium sized limited company. Responsible for the weekly wages and monthly salary preparation and payment for a work force of 200 employees. The company had been operating for a year and I assisted in the set up of the accounting systems. Re-established the computer network after a virus brought it down.

Key Skills accounting systems, Bookkeeping, Computers, financial management, salaries, wages

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1990 - 1991 **Dungannon Development Association - Wages Clerk**

Preparation of weekly wages for approximately 250 employees. Verify time-sheets and liaise with line mangers regarding absences. Schedule payment of N.I.C. and P.A.Y.E. deductions to I.R.S.. Dealing with all administrative duties regarding new starts, levers, sick leave and maternity leave. Assist with any queries and or correspondence with reference to the payroll function.

Key Skills Administration, Communications, Correspondence, Deductions, Payroll, time-sheets

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**Brendan Peter McVeigh's Education and Qualifications**

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2009 **currently studying - Certified Associate in Project Management (CAPM) certificate FAS Ireland**

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2008 **currently studying - ACCA Certificate of Accounting Technician Distance Learning**

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2004 **currently studying - BA (hons) Business Studies (part-time) Dublin Business School**

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1989 **Diploma - Business and Finance Kirby College, Middlesbrough, UK**

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1986 **Certificate - Certificate of Pre-Vocational Education in Business Studies St. Mary's 6th Form College, Middlesbrough, UK**

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1985 **second level/high school education - St David's RC Secondary, Middlesbrough, UK**

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**Brendan Peter McVeigh's Additional Information**

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**Links**

**Linkedin - <http://ie.linkedin.com/in/brendanpetermcveigh>**

**Google Profiles - <http://www.google.com/profiles/brendanmcv>**

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### **Interests**

My hobbies include computer systems and software. I have assembled my own desktop computer and a local area network at my home with computers running both Windows and Linux. I have a keen interest in classic cars and own a 1972 MG BGT that I am in the process of restoring. I am currently studying and applying the productivity and personal effectiveness guides of Dale Carnegie, Stephen R. Covey, David Allen and Timothy Ferriss.

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### **Memberships**

ACCA Technician Student

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### **Awards**

Dungannon F.E. College, Dungannon, Northern Ireland,UK; Introduction to VAT  
Sumlock Calculating Services, Middlesbrough, UK; RSA Typewriting Skills, Stage 1  
British Telecom, Middlesbrough, UK; PhonePower  
Teesside Chamber of Commerce, Middlesbrough, UK; Telephone Selling

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