

**Name:** Emily Byrne 4<sup>th</sup> Year BBS Business & Accounting

**Placement Partner Organisation:**  
Moore Stephens

**MOORE STEPHENS**

### **Job Description:**

- Audit Accounts Assistant
- I worked primarily in the audit department preparing client accounts.
- I also had the opportunity to work closely with the tax department and prepare a variety of tax returns.

### **What I Did:**

**Start Date:** 6<sup>th</sup> June 2017 **End date:** 31<sup>st</sup> August 2018

- I assisted with the preparation of client accounts for audit and audit exempt cases.
- I prepared monthly management accounts for clients.
- I prepared various tax returns, including VAT, VIES, Corporation Tax & Income Tax returns.
- I accompanied colleagues on my team on client visits for audit cases.
- I had exposure to a wide range of clients and attended client meetings.
- I received in-house training on a regular basis.

### **Learning Outcomes:**

- During my time on placement, I gained an in depth knowledge of accounts preparation and audit methodologies.
- I gained practical experience of working in a fast paced and pressurised professional environment.
- I developed excellent time management skills and the ability to work in a demanding team in order to meet specified deadlines.
- I was able to put the theory which I learned in college into practice and apply it in real life situations.
- Because I had exposure to both the audit and tax department, I was able to decide which area I wanted to specialise in after I graduate from college.
- It was a great way to meet new people and it gave me an insight in to what a career in accountancy would be like.

**Contact:** Placement Office [placement@mu.ie](mailto:placement@mu.ie)