



# Caoimhe Doran

## Tax Department Intern - BDO

### About BDO

- Fifth largest accounting firm in the world
- 1,500 locations in 162 countries and regions
- Over 73,000 employees
- Offices in Dublin, Limerick, Cork and Belfast

### Learning Opportunities

- Filing tax returns
- Filing tax payments
- Tax acts and laws
- Writing reports
- Training sessions
- Meetings with clients
- Meetings with partners



### The Role

**Tax**

- Supporting the team with any tax work that needed to be done
- Assisting with any compliance work needed
- Helping to file the tax returns and payments
- Dealing with phone call and email queries for the tax department
- Other tax work such as Preliminary tax payments, iXBRL financials statements etc.
- General admin work such as drafting letters, filing, printing, archiving
- Arranging meetings for the department

### Business Event's Attended

- Wellbeing week
- International Woman's day
- Bringing Christmas present to children at a disadvantaged school
- Christmas Carolling
- Summer BBQ
- Christmas Party
- Pancake Tuesday
- Bake Sale
- Valentine's day event

### Skills Developed over the last 12 months

- Business email writing skills
- Letter writing
- Report writing
- Time management skills
- Organisational skills
- Communication skills
- Business telephone skills
- Teamwork skills
- Administrative skills

### Derek Henry's Team

- 1 Partner
- 2 Senior Managers
- 1 Trainee
- 1 Intern



### What is next?

- Final Year in NCI
- After the placement I am focused and ready to return to finish my degree.
- I am looking forward to finishing my degree and entering a job that I am interested in.



### Evaluation

- Student with 1 years experience in one of the top five accounting firms in the world
- Detailed knowledge of tax work
- Experience in dealing directly with clients
- Experience of organizing meetings
- Experience working directly with different partners and teams
- Detailed knowledge of administrative work