

Michel POTTEN

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Belgian, married
Born on 03.07.52
2 children



Responsible for Finance, Administration and IT

*Accounting, Taxes and Controlling
Administrative and Financial management
Data processing management*

French - Dutch - English - (German)

Professional course

2008–2009 Catala sa : Finance Director

- Organization of the accounting department (4 people), monthly reporting, cash management
- Relations with the banks, the CBFA, the external auditors
- Preparation of the general shareholders meeting, VAT and ISOC returns, annual accounts BNB

2007 Interim Mitsui AgriScience International : Accounting Manager

- day to day accountancy, reporting for consolidation and all tax returns
- preparation of general shareholders meetings, corporate tax returns, annual accounts for national bank

1995-2006 UCB Group

2003 UCB-Actias (insurance broker company) : Risk Accounting Manager

- Complete reorganization of the general accounting of the company: simplification of the book-keeping procedures and drastic reduction of the number of documents used
- Involvement to the daily management of some damages

1995 UCB Ltd : Chief Accountant of UCB Ltd and other Belgian companies

- *Supervision of the book-keeping tasks* : management of the chart of accounts (general and analytic), monthly reports, half-yearly and yearly closings, scheduling of the reports, controlling of books, balance sheets and p&l accounts, follow-up of investment credits (DAD), reporting of the capital assets, commitment accounts, intention letters, inventory of the loans.
- Setting up of book-keeping procedures and communication to the UCB sectors
- Preparation of the documents for consolidation and communication of these to the consolidation office
- Justification of amounts to some third parties: contacts with the auditors
- Preparation of the accounting files for the fiscal officer

- Establishment of the budgets, 5-year planning and forecasts, using the data communicated by each UCB sector
- Justification of budget towards the financial Direction
- Improvement of the computerized book-keeping programs

- Management of fire reserve accounts
- Follow-up of assets allowance to be taken in profit accounts
- Drawing up statistical reports: FIC, INS, IBLC, ICN
- Management of the book-keepers team (1 executive and 2 employees)
- *Realization*: introduction of SAP, transition to the euro, IFRS survey, merging and transfers of branches of activities

1992-1995 Various interim missions and short term contracts

Barras M (6 month) - Promochine (6 month) - Bureau Plasman (tax consultant)...

- Financial management, control of accounts, audit of companies, creation of a group of companies, income returns, controlling translation into French SAP manuals

1987-1992 JCDecaux Belgium Publicité (Advertising) : Financial director

- Creation of an internal accounts department (previously externally held): regrouping of the functions for accounting, control and financing
- Responsible for the analytic and budgetary accounting, some operating reports: monthly, quarterly and reporting to France, yearly balances sheets, shareholders meetings, fiscal defence.
- Responsible of the administration: payment policy for suppliers and customers, relations with the banks and insurances, management of the wages and contracts (in collaboration with the social secretary), patrimonial management (personal estate and real estate)
- Study, purchase, implementation and maintenance of a new computer and the related software
- *Particular realization:* creation of dashboards, installation of a program to manage the advertising supports in the Netherlands; creation of a company in Luxemburg

1986-1987 Interparking Centre 58 : Deputy to the Accounting Direction

- Supervision of the general accounting of group (22 companies) and management of the team (13 people): organization and rectification of books, internal control, making of balance sheets
- Audit of a subsidiary

1980-1986 Rhône-Poulenc Belgium Ltd (Sanofi-Aventis)

1983 Controller (Deputy to the General Manager of the Belgian subsidiary)

- Control of the analytic accounting and yearly budget
- Reporting to the group in Paris

1980 Deputy to the Financial Direction

- Setting up of the Chart of Accounts and the Credit Management
- Control of the general accounting and organization of the analytic accounting
- Coordination of budget
- *Realization:* modification of the analytic part of the accounting on a IBM system 34 (software AFS400)

1975-1980 self-employed Chartered Accountant

- Accounting and tax consultant for 66 companies and self-employed people

Studies

- **Chartered Accountant** - IEC 1986
- **Degree in accounting and management of companies** - EPHEC (Brussels) 1975
- Continuous training as chartered accountant
- Management training at INSEAD, Fontainebleau 1984 and 1985

Data processing

- Easy use of **all software of accounting**, management, word processing and worksheets: SAP, Cubic, BOB, IPPCO, AFS400, Ciel, Sage, Expert/m, Exact Globe 2003, Accountix, Hyperion, Multiplan, Lotus 123, Excel, Quattro Pro, Visio, Word Perfect, Word, Power Point, Paint Shop Pro, Outlook, Eudora, etc.