



Immo Burghardt

Interim Management for Financing
and Accounting

Qualification Profile I

Accounting

- Accounting from A to Z
- Accounts payable and accounts receivable department
- Dunning
- General ledger accounting, assets accounting, bank accounting
- General administrative tasks (e.g. credit insurances or general contract handling)

Reporting

- Independent preparation of monthly, quarterly and annual accounts
- Accounting standards in accordance with the **German Commercial Code (HGB), IFRS and US-GAAP**
- Point of contact for management, banks and tax advisers
- Monitoring of IC votes and transfer price documentation
- Accounting for foreign corporations (Belgium, The Netherlands, Luxembourg)

Consolidation

- Collaboration with Magnitude and SAP BCS systems during consolidation
- Planned further training 2014/2015: Certified Consolidation Expert, Bochum University

Qualification Profile II

Taxes

- Handling of all tax procedures (including overseas)
- Preparation of relevant corporate statistics.
- Independent turnover tax advance return and a summarised notification (ZM)
- Collaboration with tax advisers for income taxes
- Calculation and input of deferred taxes in a specific Excel table
- Preparation of US tax packages

Corporate controlling

- Budget preparation and monitoring
- Deviation analyses
- Determining key figures, e.g. working capital
- Liquidity planning

Soft skills

- Leading small teams of up to 5 employees, 7 years in total
- Proven ability to motivate staff to achieve good results
- Persuasive and assertive in a diplomatic fashion
- Power to act and negotiate
- Good communication skills, also internationally
- Willingness and desire to work hands-on, as a specialist or executive
- Outstanding self-motivation, e.g. successfully completed 5 years of distance learning for a degree in Business Administration.

Essential projects

- Project manager for a group project that dealt with the reduction of working capital
- Composition of assets accounting
- Reduction of amount of receivables if sales increase by modifying the dunning process
- Key User responsible for SAP R/3 FI during introduction of SAP
- Speeding up working procedures in financial accounting
- Development of a value-added tax guideline for a company
- Restructuring tasks during selling for a subsidiary company
- Preparing an intercompany matrix for quicker voting of the intercompany transactions
- Composition of a calculation scheme for deferred taxes in the international market
- In-house translation duties: German-English-Dutch

Academic/professional examinations

- from 09/2014** part-time further education for **Certified Consolidation Expert**, Bochum University
- 2008** Successful further education for **IFRS Accountant**
- 1994-1999** distance learning for a **Business Administration (FH) degree**
Area of study: European economy
Thesis in cooperation with the Hoechst Trust about reporting differences according to the German Commercial Code (HGB) and US-GAAP with reference to a case study
Sale of the thesis as professional literature via the German Association of Certified Accountants and Controllers, BVBC
- 1988-1989** full-time education, **CMA of Germany (Chamber of Industry and Commerce – IHK) Bilanzbuchhalter IHK**

I would be happy to provide you with a detailed CV! You can also access this on my website www.accounting-service-international.de under the heading “About me”.

Further knowledge

IT - User Knowledge

SAP R/3 FI – around 10 years of user experience, also a Key User and Project Assistant during implementation

SAP R/3 – training to become a certified SAP Key User CO

Navision 4.5 years, CSS 3 years, People Soft 1.5 years

Language skills

German	- Native
English	- Professional level
Dutch	- Fluent
Czech	- Elementary level
French	- Basic level
Spanish	- Good basic knowledge

Other

University of Applied Sciences (FH) Würzburg: former lecturer of International Accounting, four semesters

Founder and long-standing Manager of the International Accounting working group for the German Association of Certified Accountants, BVBC, active for four years

Experience in the profession and industry

Foreign Aid

Senior Accountant
(German Commercial
Code - HGB)
(5 years)

Laser Industry

Senior Accountant US-
GAAP and Dutch GAAP
(4,5 years)

Logistics

Financial Accounting
Manager
(3 years)

Automotive Supplier

Financial Accountant
(3 years)

Experience Abroad

Textile and medical
industries in the
Benelux countries
(4 years)

Facility Management

Financial Accounting
IFRS Manager
(1 year)

Pharmaceutical Industry

Graduand

Energy Sector

Accountant and Office
Administrator
(3,5 years)

Anti-corrosion

Accounting US-GAAP
Manager
(2 years)

What speaks in my favour?

- Almost 28 years of professional experience in financing and accounting
- Further education continuously associated with the field
- Outstanding knowledge about the German Commercial Code and in International Accounting
- Excellent understanding of various ERP systems
- Extremely versatile: as a manager or functional specialist
- Very good communication skills, also in an international environment
- High levels of commitment and service orientation
- Strengths in persuasion and assertion, also with cogency and diplomacy

Areas of operation and benefits Examples

- Temporary bridging of vacancies
- Support in projects
- Support in creative tasks, e.g. definition of working processes
- Quick familiarisation
- Flexible work duration, on a daily, weekly or monthly basis
- No social insurance contributions, no bogus self-employment
- Manageable and transparent costs, these limited in time
- No costs for employment, absences or termination
- Available for deployment across Germany and abroad
- Complete confidentiality and loyalty are self-evident