

# MICHAEL KEEBLE

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## CORE COMPETENCIES

- |  |                                     |                                    |
|--|-------------------------------------|------------------------------------|
| • <i>High-level Financial Management</i> | • <i>C-Suite Strategic Focus</i>    | • <i>Strategic Planning</i>        |
| • <i>Accurate Budgeting</i>              | • <i>ERP implementation</i>         | • <i>Domestic/Int'l Accounting</i> |
| • <i>Leading Cross-Functional Teams</i>  | • <i>Internal Audit Proficiency</i> | • <i>SOX Compliance</i>            |

## PROFESSIONAL EXPERIENCE

### Venbrook – Woodland Hills, CA

*Divisional Controller*

- Managed the finance department for the Retail and Wholesale Division.
- Produced the monthly financials in accordance with the closing schedules.
- Produced weekly and monthly flash & kpi reports
- Finalized and calculated annual budgets along with quarterly forecasts.
- Created internal controls along with quarterly testing, in alignment with SOX compliance.
- Conducted internal audits to ensure the company was in line with industry compliance standards.
- Was the contact point for external audit and managed the year end audit to completion.

### Sodexo – Agoura Hills, CA

*Senior Finance Manager*

2018– Sept 2019

Apr

- Supported the West Coast Corporate Services Division, around \$200m of total revenue, providing an end to end accounting resource for the District Managers and SVP.
- Directly controlled the monthly reporting, P&L, and Balance Sheet for the region's largest clients; Disney, Broadcom, Hollywood Bowl, and LinkedIn.
- Performed audits at client sites to ensure contract compliance and evaluate risk.
- Managed the annual budget and quarterly forecasting process, liaising with various departments to ensure accuracy.
- Led a project to analyze labor costs which led to cost savings through improved labor management reporting and a reduction in overtime.
- Worked with the Corporate Purchasing department to help them review, analyze, and report purchasing patterns in the region and improve purchasing compliance from 89% to over 95%.
- Was the point of contact for all internal and external audits, which included attending any audit locations and fielding the requests to reduce the pressure on the local team.

### Vivabox (Sodexo spinoff as of 8/31/2017) – Gaithersburg, MD

*Chief Financial Officer*

Apr 2018

Jan 2016–

- Manage, implement, and control the financial processes, while overseeing monthly financial reporting through to HFM consolidation
- Supports growth through creation of KPI's, management reports, and cost control contributing to EBIT growth in excess of budget.
- Collaborate interdepartmentally for costing of new business to ensure economically viable and in line with Vivabox growth strategy.
- Owns the budget and forecasting process, while acting as the sole treasurer for Vivabox
- Manages the internal control process within the Finance team; including periodic review and remediation of any potential weakness.
- Assists CEO with strategic planning to manage growth and cost management culminating in production of the 5-year strategic plan.
- Key liaison with Sodexo Inc. finance teams for matters relating to tax and statutory reporting requirements.
- Manages the relationship and deliverables for the external auditors.
- Worked with the investment bank to prepare and support the business through its sale to a private equity company.

### Sodexo – Gaithersburg, MD

Oct 2006 -

**Jan 2016**

*District Controller (Healthcare Market)*

Jan 2016

June 2015 –

- Produce the weekly sales and operating profit forecast for the West region of Healthcare Systems
- Responsible for the accuracy of financial reporting for the region, including variance analysis.
- Creation of regional budgets and forecasts in order to meet the divisional targets.

- Conducts audits of sites to review and minimize risk for Sodexo including, contract compliance, cash handling and health & safety.
- Review of client contracts to ensure accurately managing the financial element and each contract is maximizing its profitability.
- Train management to provide them with the ability to financially manage their business and be compliant with the current processes.
- Review the weekly AR and work with the site-based teams to minimize potential issues with bad debt.

*Group Internal Auditor (UK & USA)*  
June 2015

Jan 2011 –

- Act on behalf of the audit committee in auditing entities to assess risk and compliance, in accordance with company policy.
- Lead audits when required, to include executing audit, liaising with senior management of the entity to be audited
- Supervision of the accompanying auditors
- Completion of the final audit report
- Work with local audit teams, when required, to provide support and professional advice for the improvement of control and compliance when new initiatives are implemented.
- Support operational teams with contract analysis and audit to ensure compliance and aide in maximizing profitability.
- Work with external audit as an additional resource during their annual Internal Control review.
- Provide support to Junior Auditor(s) in order to help them develop their experience within Internal Audit

*OA Finance Manager – Scotland & Ireland*  
Jan 2011

Feb 2008 –

- Manage a team of 3 Accountants.
- Responsible for producing the month end accounts for the operational units in Scotland & Ireland (Inc. Northern Ireland).
- Review and control the Balance Sheet for Scotland & Ireland.
- Adhere to and monitor Internal Controls aligned with Sarbanes Oxley.
- Attend and present at divisional meetings in Scotland & Ireland along with QBR meetings at client sites.
- Supported the operational departments with commercial advice and contract analysis.
- Supported the costing process for new clients and contract renegotiations.
- Create ad-hoc analysis to support the operational teams out in the business.
- Took responsibility to develop test plans and carry out the testing to support various SAP projects and ensure that from a Finance point of view the system still produced the correct accounting transactions. These included VAT rate changes for both the UK & ROI, and a new bespoke system which our sites will be using.
- Attend site visits to carry out compliance and site performance audits.
- Created and implemented a Unit Compliance report across all UK Segments (exc. Sodexo Justice Services).

*General Ledger Manager – United Kingdom*  
Feb 2008

Oct 2006 –

- Manage a team of 6 Accountants.
- Ensure month end activities are completed to a strict timetable
- Responsible for 6 Key CLEAR (SOX) controls and involved with Quarterly testing in other departments.
- Developed the standard for Balance Sheet control and reporting for centralized segments.
- Ensuring the full Balance Sheet is reconciled for all transitioned Segments and that any potential risk areas are addressed
- Wholly responsible for the management and production of Sodexo Foundation Accounting.
- Managed the Intercompany accounting process for all UK & Ireland divisions.
- Responsible for working with KPMG to finalize the year end audit relating to the full Sodexo UK & Ireland Balance Sheet.

**Aria Technology** – Business Services, United Kingdom  
*Financial Controller*  
2006 – Oct 2006

Apr

- Implementation of new methodology and control for day to day procedures across the finance department.
- Production of monthly accounts, cash flow statements and forecasts.
- Production of Manage of a team of 5 Finance Assistants.
- Responsible for the commercial analysis of sales and marketing initiatives. Reported areas for improvement to the company president along with suggestions for alternative strategies to maximize profit.
- Implemented the new ERP system (Navision)

**Natrahealth** – United Kingdom

*Interim Financial Controller*  
Aug 2005

Apr 2005 –

- Managed 2 accountants
- Worked with the Managing Director on business plans, produced monthly accounts, management reporting and financial budgets.
- Set up accounting processes, carried out stock checks and stock reconciliation's
- Worked on Project cases for future business expansion, as well as implemented Microsoft Dynamics Financial System
- Implemented the finance system (Microsoft Dynamics)

**Flight Centre** - United Kingdom  
*Area Accountant/Internal Audit*  
Apr 2005

Sept 2004 –

- Responsible for the finance operation for the North, Midlands and South West of England - responsibility for 40+ staff.
- Accountable for the success of financial performance to drive initiatives to maximize performance, customer base, and profitability.
- Monitored the performance of sales staff and highlighting areas for improvement.
- Provided training of store managers could be responsible for their own set of accounts and manage their own cash flow.

**The Co-operative Group** - United Kingdom  
*Financial Marketing Analyst*  
2003 – Sept 2004

Feb

- Worked as the finance contact for the marketing department providing financial information to assist with decision making.
- Analyzed the effectiveness of the marketing spend on advertisements and overall price promotions for the company
- Created Management Information for the board in order to assess the success or failure of own brand products.

**Going Places (Subsidiary of Airtours Holidays)** - United Kingdom  
*Overhead Accountant*  
Feb 2003

May 2002 –

- Responsible for the accruals and prepayments of property costs for all the Going Places estate, approx. 700 stores.
- Produced monthly P&L analysis, balance Sheet Reconciliations, overhead budget and quarterly reviews.
- Responsible for the Fixed Asset register and monitoring Cap-Ex applications until they were authorized.
- Worked in a project team involved with migrating accounting systems onto a group-wide platform. (Oracle)

## Technical proficiency

SAP • Oracle • Essbase • Brio • EDW • HFM • Navision • Microsoft Dynamics • Advanced Excel Proficiency  
• IFRS/GAAP

## EDUCATION

- 9 GCSE's
- 4 A-levels
- The Association of Accounting Technicians – Technician Stage
- PRINCE2 – Foundation stage

References available on request