

MICHAEL KEEBLE

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CORE COMPETENCIES

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

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 –

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- 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 –

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- 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 –

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- 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 Sodexho 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

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- 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 –

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- 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

Sept 2004 –

Apr 2005

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- 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

Feb

2003 – Sept 2004

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- 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

May 2002 –

Feb 2003

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- 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