



Muriel Schepens

+ 33 6 15 51 16 39

Schepens.muriel@gmail.com

<http://murielschepens.fr/>

<https://www.linkedin.com/in/murielschepens/>

Chief Financial Officer

DESCF (Master in Finance)

Strong expertise in financial management, cost analysis and process optimization. Results-oriented, with a proven ability to deliver effective solutions and meet targets.

Chief Financial Officer

2022 – 2023 HMPC / BASTIA

Holding company including the 4-star Ostella hotel (B to C)
Turnover € 5 M€ / Workforce € 120.

Assignments:

- Finance, accounting, treasury, billing
- Human resources

Chief Financial Officer

2018 – 2022 LYCEE FRANÇAIS VIENTIANE / LAOS

Affiliated French educational establishment (B to C)
Turnover € 4 M€ / Workforce € 120 / Students € 650
Management: 20 employees

Assignments:

- Finance, accounting, treasury, billing, IT and general services functions
- Elaboration / presentation of the budget to the management board
- Human resources (employment contracts, payroll)

Head of finance and administration

2007 – 2018 POWERNEXT / EPEX SPOT Group

European leader in electricity trading / Subsidiary of Deutsche Börse (B to B)
Turnover € 80 M€ / Workforce € 300
Management: 9 employees

Assignments:

- Accounting (French GAAP/IFRS), budgets, forecasts and cash flow analysis, taxes, sales administration and human resources
- Relations with auditors, banks and tax administration
- Management: definition of Individual objectives, communication, listening and dialogue, annual interviews, training and accompaniment in the skill development of employees

Preparation of DECF and DESCF

2005 - 2007 HBL Counsel – Auditor

- Analyze internal control processes and identify areas of risk

Chief Financial Officer

1994 – 2005 DIFFERENCIEL

Incentive travel agency (B to B)
Turnover € 3.5 M€ / Workforce € 6

Assignments:

- Accounting, controlling, taxes, cash flow, sales administration, taxes, human resources, corporate services, legal.

Achievements:

- **Reorganization**, implementation of tools, processes, and controls.
- **Implementation** of tools (accounting software, schedule management).
- In-house accounting for all companies (7).
- Recruitment and training of a team.

Achievements:

- **Implementation** of tools (accounting software, registration and invoicing software).
- Improvement and automation of processes through the implementation of Excel work files and the development of Access databases.
- Improvement of the procurement department (implementation of processes, supplier database, follow-up and comparison of quotes, implementation of an order management software, etc.).

Achievements:

- **Implementation** and harmonization of the process according to the specificity of each entity, market and national regulation (France, Germany, Netherlands, England, Belgium).
- **Mergers** and acquisitions: management of the financial process of asset transfer including EPEX SPOT creation.
- **Dematerialization** of incoming invoices (Yooz), travel expenses (Cleemy), human resources (Poplee) from analysis to implementation.

Achievements:

- Computer **migration** (from Macintosh to PC)
- Countries database reorganization and **optimisation** with Internet (travel tips, hotels, tour guide, standard programs, summary documents, photos).
- Definition of the company's **strategy** (Associate and member of the Executive Committee)

SKILLS

Expertise, energy, passion



- Management (recruitment, control, coaching, training)
- Relations with the statutory auditors, investors, tax lawyers, banks and tax administration
- Implementation and improvement of processes (dematerialisation, Access, Excel)
- Drafting procedures
- Cross border merger /acquisition project: due diligences, business valuation, activities integration

Controlling

- Budget and budget monitoring
- Business plan
- Financial reporting

Tax

- VAT, DES, CVAE, CFE, TS, TVS, Organic, IS, tax packages

Treasury

- Monitoring and optimization
- Investments

Human resources

- Employment contracts
- Pay slips & social declaration including profit sharing calculation
- Health insurance and pension contract,

Accounting

- General and analytical accounting (PCG/PCEC)
- Consolidation
- French Gaap, IFRS
- Regulatory reporting SURFI/COREP
- Monthly closing (D+2)

Sales administration

- Invoicing (including intragroup re-invoicing)
- Sales monitoring
- Follow-up and customer support

Legal

- Contracts and litigation management, legal monitoring

General services

- Management of the offices, contracts negotiation, maintenance and service, relations with external suppliers

Abilities

- Sales management (Sybel Ventes, Sofie, I-corp, Nutcache, Sage)
- Accounting, assets (Loopsoftware, Sage, Ciel, Quadratus, Ibiza, Diamant, CCMX)
- Payslip (Ciel, E-paye)
- Regulatory reporting (Logic)
- Tax return (Etafi, Ciel, Ibiza)
- Consolidation (Diamant)
- Word, PowerPoint, Power BI (advanced level)
- Excel, Access, Power BI (expert level)
- MindManager
- Starquery
- Other: Lucca (leave, absences, time tracking, expenses, staff management), Yooz (supplier invoicing), Boomerang (supplier orders)

Diplomas

- DPECF: 1993
- DECF / DESCF: 2006

Language

- Fluent English

Hobbies

- Travel
- Reading
- Chess