



Adélaïde Bourneuf

Administrative and Financial Director

Paris, France

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Languages

French (Native)

English (Work Proficiency)

About

AUDIT MANAGEMENT CONTROL ADMINISTRATION AND FINANCE DIVISION

7 YEARS IN CHARTERED ACCOUNTANCY

20 YEARS IN SEVERAL COMPANIES

DOMAINS : ADVERTISING ,MUSIC AND TV PRODUCTION, THEATRE, FASHION,

I am a determined and highly motivated F.D who thrives on new challenges

BRANDS WORKED WITH

Cabinet Saadi

Coyote Conseil

Jimmy Levy Films

L'Atelier Cuir

Quai Sud Tv

SHOW DEVANT PRODUCTIONS & PALAIS DES GLACES

the Vanessa Bruno Group (Fashion and Luxury Industry)

Experience

● ADMINISTRATIVE AND FINANCIAL DIRECTOR

L'Atelier Cuir | Feb 2020 - Nov 2022

L'ATELIER CUIR (fashion and luxury industry) -paris & region

Responsible for the establishment of tax accounts
Dealing with banks for different lines of credit
Management of commercial contrats and lease agreements

To contribute to the growth's company
Establishing annual reports
Creation and management accountancy service
Responsible for the creation of 2 affiliates in France : from the lease agreement, with landlords and lawyer, bank loan and subsidy
Supporting the restructuring of the company : optimisation of cash in dealing with banks

● Administrative and Financial Director

the Vanessa Bruno Group (Fashion and Luxury Industry) | Nov 2005 - Nov 2018

For 13 years :
in 4 COMPANIES IN THE VANESSA BRUNO GROUP (FASHION AND LUXURY INDUSTRY) - Paris & London
SAS - SARL - SCI

Responsible for the establishment of tax accounts and consolidated accounts
Annual forecast in coordination with all departments, monthly P&L reports
Setting up guarantee of payments : letter of credit
Dealing with banks for different lines of credit
Monitoring the brands both nationally and internationally
Management of commercial contracts and lease agreements

To contribute to the growth's company :
-Creation and management of accountancy services (team of 5 people)
-Establishing monthly and annual reports

-Setting up a management program including all departments from development to delivery and the organisation of weekly meetings with all of these departments

-Responsible for the creation of an affiliate company in the UK and the opening of new sales outlets (France and overseas) from the lease agreement with landlords and lawyers, contract of vendor-credit (vendor loan) , opening of bank accounts and payment systems, bank loans
-Supporting the restructuring of VB and the project to sell VB : merger

absorption of its subsidiary, & cost reduction ; Optimisation of cash in dealing with banks and lawyers, control of working capital requirements ; Selling of a brand in a foreign country

- **ADMINISTRATIVE AND FINANCIAL DIRECTOR**

Jimmy Levy Films | Dec 2003 - Oct 2005

IN 2 COMPANIES JIMMY LEVY FILMS (theatre production) and JIMMY LEVY PRESENTE (tv show production)

-Management of the accountancy departments, establishment of tax reports, balance sheets, p&l ; Annual forecasting and profit margin analysis

-Bank coordination : the set up and monitoring of factoring, financial plans

-Project monitoring for the tv movie production : Establishment of CNC's chart of accounts, management of subventions from French CNC (from forecast budget to the current budget), contracts with tv companies and artists , and copyright with SACEM/SACD

- **MANAGEMENT CONTROLLER**

Quai Sud Tv | Mar 2002 - Jun 2002

Management of global reports including individual tv shows, profit margin analysis and creation of the accountancy department

- **MANAGEMENT CONTROLLER**

Coyote Conseil | Jul 2002 - Nov 2003

COYOTE CONSEIL (tv show production) - Paris

Management of Annual forecasts in coordination with all departments, monthly reports

- **ADMINISTRATIVE AND FINANCIAL DIRECTOR**

SHOW DEVANT PRODUCTIONS & PALAIS DES GLACES | Aug 2000 - Mar 2002

For 2 years :

SHOW DEVANT PRODUCTION (tv show and theatre productions)

THEATRE DU PALAIS DES GLACES (a large scale Parisian theatre)

JIMMY LEVY PRODUCTION (parent company)

Management of the accountancy departments, establishment of tax accounts, balance sheets, p&l reporting, restoring financial plans, bank loans

Annual forecasting and actual budget, profit margin analysis for each show (tv and theatre)

Staff management (permanent and part-time), contracts with artists , and copyright with SACEM and SACD, taxes to and subventions from « THEATRE PRIVE »

To contribute to the growth's company :

Selling of shares of SHOW DEVANT PRODUCTIONS : merger company between SDP and JLP, then share transfer agreement and management with the new main shareholder

Selling of the theatre PALAIS DES GLACES : management of the vendor-credit contract

- **AUDITOR**

Cabinet Saadi | Jan 1994 - Jul 2000

In charge of 30 clients in several domains : music and tv production, theatre, advertising, training companies.



Education & Training

- 1992 - 1994 ● **NEGOCIA BUSINESS SCHOOL**
DECF Finance and accountant degrees, DECF
- 1991 - 1992 ● **Negocia Business School**
DPECF, DPECF