

Curriculum Vitae

Personal details:

Name:	Broskij
First name:	Pim
Place of residence:	Warmond,(Leiden)
Nationality:	Dutch
E-mail:	broskijconsultancy@proton.me
Branch:	ZZP/Freelance/Interim Finance Specialist

Summary in one sentence:

- Experienced finance professional and Consultant on AP, AR and T&E, with proven leadership of teams of up to 20+ members, expertise in system implementations (Concur, SAP, Chrome River), stakeholder management and demonstrable results in process optimisation, cost reduction and SLA performance for multinational and public-sector clients.

Work Experience:

12-2024 – 12-2025:

ESA-ESTEC esaTravel (Concur) Project Consultant.

- Consulting on the overall tool performance
- Consulting on the correctness of the different processes in the tool
- Consulting on the information and training available in the tool
- Consulting on the defects and errors of the tool that occur during testing and respective pilot fazes
- Consulting the travel tool project team in all the above
- Actively take part in meetings with ESA and the respective sub-contractor companies
- Keep the issue trackers updated
- Creating the esaTravel procedures for the T&E processing team

08-2023 – 11-2024:

ESA-ESTEC Mission Desk Manager T&E.

- Manager of the ESA Mission Desk team.
- Responsible for the overall rendering of the service and act as the single point of contact between the T&E Team and the Head of the Financial Operations of Contracts Section (HIF-FOT).
- Actively involved in the UAT testing of ESA Concur.
- Assigning the workload to the respective team members.
- Receiving mission claims and checking supporting vouchers and invoices.
- Calculating the settlement of the mission based on the rules of the agency.
- Entering the settlement data into the customer's database.
- Filing the vouchers, invoices, and other supporting documentation.
- Receiving and checking invoices from travel agent and car hire and entering the data into the customer's database.
- Checking any advance payment requests for (seconded) staff going on launch campaign or advance requests for conference fees.

- Corporate credit card execution and ticket discrepancies reconciliation.
- Ticket error list rectification and statistical projection.
- Payment list proposals checking and execution.
- Uploading invoices and credit notes in SAP.
- Rectification of SAP-posting error log.
- Quarterly KPI report preparation.
- Quarterly KPI performance meeting to present the KPI SLA's.
- Weekly catch-up meetings with the ESA head of the Financial Operations of Contracts Section (HIF-FOT).
- Account reconciliation with AVIS.

01-2023 – 06-2023:

Action International Headquarters Zwaagdijk Interim Accounts Payable Officer.

- Daily AP bookkeeping (processing incoming invoices, bank statements, getting the administration in order).
- Chasing invoice approvers on a weekly basis.
- Payment runs.
- Processing vendor and business queries.

12-2018 – 12-2022:

Baker & McKenzie Amsterdam N.V. Interim Accounts Payable Team Lead.

- Organizing work for the team and delegating tasks.
- Implementation of Chrome River (invoice processing tool connected to SAP).
- Improving several processes to have better throughput, and timely payment of the vendor invoices.
- Chasing invoice approvers on a weekly basis.
- Implementation of the automatic remittance advise for vendors from SAP.
- PO process implementation (via Fiori/SAP).
- Processing vendor and business queries.
- Daily AP bookkeeping (processing incoming invoices, bank statements, reducing backlog, improvement proposals and execution, reporting).
- Travel & Expense administration.
- Payment runs.

03-2018 to 11-2018:

Ingenico E-Payments (Global Collect B.V.) Interim Accounts Payable Officer.

- Daily AP bookkeeping (processing incoming invoices, bank statements, getting the administration in order, reporting).
- Re-aligning the AP department after SAP implementation.

10-2017 to 02-2018:

Linklaters LLP Amsterdam, Zuidas, Interim Accounts Payable Officer.

- Daily AP bookkeeping (processing incoming invoices, bank statements, getting the administration in order).
- Travel & Expense administration
- Payment runs
- WKR report and submission

11-2014 to 10-2017:

IBM Krakow, Poland, Senior Accounting Specialist Dutch SSC, German TYCO and DOW Chemical's project.

- Accounts Payable, Accounts Receivable
- Supplier query management
- Reporting

06-2014 to 11-2014:

IBM Krakow, Poland, SSC Transition Team Lead AR, AP, Dutch and Belgian, for the PepsiCo project. (>20 team members).

- Including the transition (build phase, deployment, execution, cut over/go live support and post go live support) to the cross functional finance solutions.
- People management
- Motivating team members
- Setting targets and analyse targets not met
- Yearly assessments of team members
- Coaching team members
- Identify and implement process improvements

05-2008 to 06-2014:

IBM Krakow, Poland, SSC Team Lead AR for Dutch, Belgian and Romanian Unilever project. (12 team members).

- Including temporary assignment to the Panasonic transition project.
- Weekly and monthly conference calls with client and management
- Weekly and monthly SLA performance reporting

Milestones:

- IBM Krakow financial shared service center: Implementation of AR E-billing for the Unilever project, which resulted in cost reduction, CO2 footprint reduction, cash collection improvement.
- Since 2018: as a contractor I help companies to get their finance departments back on track.

Education

MTS Werktuigbouwkunde, Eindhoven (diploma 2005)

Project Management Course, Accent, Krakow 2014

Technical writing (Desk Top Procedures) 2013

Creative problem solving 2012

Professional Business Presentation training 2012

Business Savoir vivre training 2011

Leadership training 1st level 2010

Other details

Good MS Office knowledge

Advanced SAP, SAP VIM knowledge

Good Excel knowledge, pivot tables, VLOOKUP etc.

Very good communicative and social skills.

Fluent in Dutch (native)

Fluent in English.

Intermediate Polish

Leadership and consulting knowledge/skills

1. Team leadership & people management

- Leading teams of 12 to >20 members.
- Organising work, delegating tasks and setting priorities.
- Conducting annual appraisals, coaching and motivating team members.
- Resolving conflicts between team members.

2. Workload & resource planning

- Assigning workload to team members.
- Prioritising actions in ledger management (P2P/O2C/T&E).
- Reducing backlog and improving throughput times.

3. Process implementation & optimisation

- Implementing systems: Chrome River, Concur, SAP VIM, PO process via Fiori, automatic remittance.
- Proposing and executing process improvements (cost reduction, CO2 reduction, cash collection).
- Leading transition projects (build, deployment, go-live, post-go-live support).

4. Stakeholder management & communication

- Acting as single point of contact (SPOC) between team and client.
- Conducting weekly/bi-weekly calls with clients.
- Delivering presentations to (potential) clients.
- Collaborating with other departments (AP/GL, sales control, subcontractors).

5. Performance management & reporting

- Preparing, validating and presenting SLA/KPI reports.
- Setting targets and analysing unmet objectives.
- Producing quarterly and monthly reports.

6. Knowledge transfer & training

- Conducting KT/KC (Knowledge Transfer & Capture) for new projects.
- Creating and maintaining DTPs (Desk Top Procedures).
- Training and guiding team members.

7. Project & change management

- Providing project consultancy for ESA Concur implementation (tool performance, processes, training, defects, issue trackers).
- Leading transition projects.
- Coordinating UAT testing.

8. Problem-solving & crisis management

- Guiding difficult suppliers/customers (T&E/P2P/O2C).
- Resolving SAP posting errors (ESA).
- Maintaining issue trackers (ESA).

9. Strategic insight

- Initiating process improvements with measurable.
- Advising clients on working methods.

P2P knowledge/skills (crediteuren)

- Vendor query supervising and processing
- Dispute Management – processing price and delivery claims.
- Ledger Management – prioritise actions to be taken, clearing transactions, requesting copy claim docs to customer, build a good relationship with customers.
- Help team members with difficult customers.
- Expense administration
- Daily bookkeeping (incoming, outgoing invoices, bank statements etc.)
- Manual payments in ISABEL
- Payment runs preparation and execution
- Troubleshooting and problem solving
- Travel & Expense declaraties controleren en uitbetalen.
- Releasing Non-PO and T&E invoices
- Cooperation with other departments when necessary.
- Using various Operational Reports to create reports for client, customers and team members.
- Weekly operations teleconference call with client's single point of contact to discuss difficult customers with high overdue, and general issues.
- Bi-weekly teleconference meetings with client Sales Control Managers to discuss vendor accounts and initiate actions to reduce backlog or improve way of working with/from that customers or advise improvement on way of working on client side.
- Propose ideas to improve way of working, cost reduction, reducing of CO2 footprint.
- Coordinate Dunning runs.
- SLA reports validation.
- SLA results presentation and explanation to the client.
- Motivate team members and take prompt action when there's a dispute between two or more team members.
- Yearly review of signed off procedures, updating them when necessary and keeping track of changes.
- Daily interaction with off shored part of the outsourced solution.
- Giving presentations for potential clients.
- KT & KC for new IBM Panasonic project including creation of DTP's
- KT & KC for new IBM PepsiCo project including creation of DTP's

O2C knowledge/skills (Debiteuren)

- Cash Collection – chasing customers for payments, remits, escalating to client sales control when customer is unwilling to pay/cooperate.
- Dispute Management – processing price and delivery claims.
- Processing vendor invoices for promotional activities.
- Ledger Management – prioritise actions to be taken, clearing transactions, requesting copy claim docs to customer, build a good relationship with customers.
- Help team members with difficult customers.
- Cooperation with AP and GL department when necessary.
- Using various Operational Reports to create reports for client, customers and team members.
- Weekly operations teleconference call with client's single point of contact to discuss difficult customers with high overdue, and general issues.
- Bi-weekly teleconference meetings with client Sales Control Managers to discuss customer accounts and initiate actions to reduce overdue or improve way of working with/from that customers or advise improvement on way of working on client side.
- Propose ideas to improve way of working, cost reduction, reduction of CO2 footprint.
- Initiated automatic e-invoicing from SAP project for Unilever Europe
- Coordinate Dunning runs.
- SLA reports validation.
- SLA results presentation and explanation to the client.
- Motivate team members and take prompt action when there's a dispute between two or more team members.
- Yearly review of signed off procedures, updating them when necessary and keeping track of changes.
- Daily interaction with off shored part of the outsourced solution.
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R2R knowledge/skills (Grootboek)

- Intercompany and interoffice balance reconciliation
- WKR reporting and submission to de belastingdienst
- INTRASTAT reporting and submission
- Monthly VAT calculation, submission.
- Preparation of (international) VAT returns

T&E knowledge/skills (Travel&Expense)

- T&E claims processing
- Calculating the settlement of the mission based on the rules of the agency.
- Entering the settlement data into the customer's database.
- Filing the vouchers, invoices, and other supporting documentation.
- Receiving and checking invoices from travel agent and car hire and entering the data into the customer's database.
- Checking any advance payment requests for (seconded) staff going on launch campaign or advance requests for conference fees.
- Corporate credit card execution and ticket discrepancies reconciliation.
- Ticket error list rectification and statistical projection.
- Payment list proposals checking and execution.
- Uploading invoices and credit notes in SAP.
- Rectification of SAP-posting error log.

T&E tool implementation knowledge/skills (Concur)

- Consulting on the overall tool performance
- Consulting on the correctness of the different processes in the tool
- Consulting on the information and training available in the tool
- Consulting on the defects and errors of the tool that occur during testing and respective pilot phases
- Consulting the travel tool project team in all the above
- Actively take part in meetings with ESA and the respective sub-contractor companies
- Keep the issue trackers updated
- Creating the esaTravel procedures for the T&E processing team

I hereby give consent for my personal data included in my application to be processed for the purposes of the recruitment process under the Personal Data Protection Act as of 29 August 1997, consolidated text: Journal of Laws 2015, item 2135 as amended.