

Izabela Probert ACMA CGMA

Programme Manager

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Summary

Highly skilled Chartered Global Management Accountant with particular emphasis on outsourcing, shared services, change and transition management, workflows, process reviews and controls, corporate cultural challenges, training.

Direct national and international experience within a large number of leading blue-chip organisations on shared service centres, knowledge transfer, communications, programme and project management, finance systems implementations.

Interested in organisations requiring support during times of change, transformation and/or re-structuring. Will travel. Interim Services also available in German and Croatian.

Specialties:

- Shared Service Centres
 - Programme & Project Management
 - Client liaison with emphasis on service quality.
 - Tracking processes, considering impact on stakeholders.
 - CRM and communications during change.
 - Design transition-related training and modes of delivery for variety of users.
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Experience

Head of Projects at Global Electric Vehicle Road Trip

January 2017 - Present

Lead the planning and delivery of ongoing activities and events, with co-located teams, multiple stakeholders and partners

(for accelerating the adoption of electric vehicles through road trips, conferences, education and infrastructure projects)

Senior Interim / Programme Manager at Viimi Ltd

February 2007 - Present

Projects:

- Interim Head of Projects - see details under Global EVRT
- Programme Manager - see details under Viimi Ltd & Department for International Trade
- Interim Programme Manager SAP FICO - see details under Dairy Farm Mgt Services Ltd
- Interim Programme Manager FSS Asia - see details under adidas
- Interim Process Lead - see details under Balfour Beatty WorkPlace
- Interim Customer Manager - see details under Lloyds Banking Group
- Interim Project Manager - see details under Pirtek (Benelux) B.V.
- Interim Finance Systems Implementer - see details under Somerfield Stores Ltd
- Programme Manager - see details under Viimi Ltd & UK Trade & Investment

Programme Manager at Viimi Ltd & DIT

April 2015 - May 2017 (2 years 1 month)

Develop KTP between leading academic and business organisations through ERDF

Assess systems capabilities for knowledge sharing; advise on process changes for new systems

Programme Manager SAP FICO at The Dairy Farm Group

April 2014 - March 2015 (11 months)

Effectively manage the Implementation Partner & Business Entities to deliver to overall plan.

Implement Project Framework and shape part of Project Governance and Communication process.

Maximize available resources to implement programme components.

Programme Manager FSS Asia at adidas group

August 2012 - March 2014 (1 year 7 months)

Establish and manage effective methods, tools and infrastructure for overall programme success.

Strategic Program planning and recommendations for 7 transitions across 5 countries with 50 staff

Lead the SAP Interface projects within the programme.

Chair senior level Steering Committee meetings, including CFO.

Interim Process Lead at Balfour Beatty plc

February 2011 - July 2012 (1 year 5 months)

SSC Transition Planning, Assessment & Delivery in preparation for major Oracle systems upgrade.

Transition impact analysis for Finance and IT to identify potential risks and control issues.

Lead transition meetings to ensure transitions remains on track, including review of ramp-up plans, move to stabilisation and BAU.

Implementation of effective communication channels between transition team and shared service centre.

Interim Customer Manager at Lloyds Banking Group

March 2010 - February 2011 (11 months)

Integration project of HBoS Oracle systems into Lloyds SAP.

Design of communications package for all stakeholders, including Intranet design and updates, feedback assessments, poll and Live Meetings, promoting training changes.

Evaluation of training needs and implementation of new training modules for Oracle to SAP project.

Roadshow planning & design for promotion of Shared Service Centre throughout the UK.

Conceived the 'Take Control' slogan for Group communications of comms package.

Interim Project Manager at Pirtek Benelux B.V.

May 2009 - February 2010 (9 months)

Communications Lead between European Group, Netherlands and Belgium Boards to implement Group accounting & reporting requirements, KPIs and effective deadlines.

Appraisal and implementation of Exact Software.

Evaluation of process improvements & recommendations for strategic decision-making.

Process mapping, identification of bottlenecks and recommendations on improvements.

Interim Finance System Implementer at Somerfield Stores Ltd

October 2008 - March 2009 (5 months)

Preparation for data migration through systems testing and investigation of defects.

Script preparation for User Acceptance Testing; co-ordination of end-to-end testing for go live date.

End user communications regarding changes, updates and forthcoming training.

Creation of comprehensive Financial Training Manuals and provide end user training.

Programme Manager at Viimi Ltd & UK Trade & Investment (UKTI)

March 2007 - September 2008 (1 year 6 months)

Market investigation and analysis for service and knowledge transfer for middle management

Development of communications plan, including relationships with businesses, government bodies, Academic institutions for EU funded Knowledge Transfer Programme.

Sabbatical at Lonely Planet

June 2005 - February 2007 (1 year 8 months)

Around the world trip to gain greater cross-cultural understanding; Travel Report writing.

Interim Controller Austria at SmartStream Technologies

October 2004 - June 2005 (8 months)

Successful relationship building in Vienna with the Finance Team, Bank Austria, and Deloitte Touche.

Improvement of communications process between the Bristol and Vienna offices, through effective use of language, cultural and professional skills, training and introduction of KPIs.

Implementation of BusinessNet Banking software in co-operation with Bank Austria.

Lead at Swiss Tax audit in Zurich, resulting in a 30% reduction of tax liability.

Interim Project Manager at Orange

November 2002 - October 2004 (1 year 11 months)

Project - Sarbanes-Oxley Implementation

- Review of internal control objectives and creation of walkthrough documentation.

Project - Small Business Reporting

- Evaluation of monthly reporting package, assessment of relevancy and implementation of changes.

Project - Introduction of Self Billing to taxable vendors

- Lead the self-billing project for landowners' rent charges through comprehensive research of Customs & Excise rules, identification of systems requirements and formation of procedures and controls.

Project - Process Transition to Headquarters

- Lead the transition of the AP process from Darlington to Bristol (planning, co-ordination, communication and exception reporting) within time and cost budgets.

Project - Review of Sites Electricity Process

- Process evaluation and successful implementation of changes for improvements to workflows.

Senior Interim Management Accountant at WT Burden

March 2002 - October 2002 (7 months)

Review and assessment of Group reporting practices for national streamlining of process.

Design of group consolidation formats, in agreement with all subsidiaries.

Senior Interim Management Accountant at Computershare

October 2001 - March 2002 (5 months)

Implementation of GL and AP process improvements during crucial period of change.

Instigation of comprehensive monthly closing schedule, achieving earlier and more accurate process.

Interim Finance Officer at BNFL

August 2001 - October 2001 (2 months)

Liaison with a variety of leading managers during major £30m Systems Implementation Project for the successful design and implementation of budgetary control procedures and financial forecasts.

Interim Management Accountant at Consignia - Royal Mail

February 2001 - August 2001 (6 months)

Interrogation of SAP System to extract Project Information.

Senior International Accountant at Reebok

May 2000 - January 2001 (8 months)

Re-design and automation of the SAP Inventory Reporting Process; testing & implementation of Fixed Asset Module in SAP; procedure writing training, review and successful issue of Manual.

General Ledger Team Leader at Trane Europe BV (American Standard)

February 1999 - April 2000 (1 year 2 months)

Achieve SSC set-up through recruitment & training; develop Country Managers' understanding of SSC concept; establish KPIs and SLAs and charges thereof.

Country Liaison Manager for Switzerland at PwC Shared Service Centre (Netherlands) BV

July 1997 - January 1999 (1 year 6 months)

Identification of client's business needs; SLAs and KPIs; transition management from CH to NL with co-located teams.

Management Accountant at Plantronics

April 1995 - July 1997 (2 years 3 months)

Implementation of a redefined Inward Processing Relief System and Oracle Costing System.

Accountant at Neptune Plating Ltd (now EIC Group)

August 1989 - March 1995 (5 years 7 months)

Education

AICPA / CIMA - American Institute of Certified Public Accountants

Accounting, Accounting and Business/Management, 2012

CIMA - Chartered Institute of Management Accountants

CIMA qualified, Accounting and Business/Management, 2002

Association of Accounting Technicians

AAT qualified, Accounting, 1993

Helene-Weber Commercial & Technical College

Diploma, Hotel & Restaurant Management, 1989

Ludwig-Erhard Business School

Diploma, Business studies, 1986

Goerdeler-Gymnasium Grammer School

A-Levels, General Higher Education, 1975 - 1985

Honors and Awards

Chartered Management Accountant, Global Chartered Management Accountant, Project Management

Certificate, Accounting Technician, Hotel & Restaurant Management Diploma, BizIdea Competition Merit

Award Winner for the Business Prize Category for Viimi Ltd, Top Student Award Finance-IT systems

implementations - Shared Service Centres - Programme & Project Management - Knowledge transfer - Change

& Transformation - Service Quality evaluation - Communications - Process reviews, documentation and

controls

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[Contact Izabela on LinkedIn](#)