

# CAROLE CHEVIET

ACCOUNTING OFFICER/ MANAGER OF LOCAL PUBLIC EDUCATIONAL INSTITUTIONS

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## PROFESSIONAL PROFILE

**Accountant and Manager**, versatile and competent in financial analysis, audit support, account reconciliation and collections. I am proficient in the preparation of financial accounts, the follow-up of controls and the completion of closings. Great attention to detail, proactive and conscientious.

Professional bringing a diversified experience in user service, team management and project coordination. Proven experience in management and employee management.

## SKILLS

- Budget management tools
- Cost and budget analysis
- Accounting techniques
- Financial diagnosis
- Regulatory Compliance
- Project Management
- Sense of initiative
- Sense of responsibility

## CAREER

### Accounting Officer / Manager

**Ministry of National Education** – Academy of Amiens

09/2008 - Current

As an Accountant:

Keeping the general accounts of 9 establishments (4 vocational high schools and 5 middle schools)

Produce dashboards and financial and/or accounting statements

Organize, supervise and control the activities and operations of the teams in charge of budgetary and/or accounting operations

Monitor and analyse the evolution of accounting and financial regulations and accounting techniques, and compile reference documentation

As a Manager:

Develop, execute and evaluate a budget strategy

Manage the material and financial logistics allowing the realization of the educational act

Supervise 8 administrative staff and 20 technical staff

Organising the safety of goods and people

Ensure relations with the institution's partners

Provide mentoring and participate in the training of colleagues

### Administrative Secretary

**Ministry of the Interior** - Sub-Prefecture of Saint-Quentin

05/2004 - 08/2008

Establishment and coordination of the local development department at the sub-prefecture of St-Quentin

Monitoring of local economic activity and support for companies (development projects/companies in difficulty)

Coordination of public policies in economic and employment matters

### Administrative Secretary

**Ministry of the Interior** - Prefecture of Aisne, Laon

09/2001 - 04/2004

Monitoring of installations classified for the protection of the environment

Secretariat of the Departmental Council for Health and Technological Risks

## FORMATION

**Institut Régional d'Administration** - Lille, 59

**Master's Degree:** Law Public Administration

**University of Valenciennes and Hainaut Cambrésis** - Valenciennes, 59

**Bachelor's degree in Applied Foreign Languages:** English, German

**University of Valenciennes and Hainaut Cambrésis** - Valenciennes

## AREAS OF INTEREST

Canoe Kayak: Practitioner, President of the club of St-Quentin (02), Treasurer of the FFCK