



Europass Curriculum Vitae

Personal information

First name / Surname **Luigi Tolotta**

Desired employment / Occupational field

Accounting Manager

Work experience

Dates From February 2021

Occupation or position held Accounting Manager
Main activities and responsibilities Managing accounting staff in following activities:

- Individual financial statements;
- Infra annual financial closes processes and reports;
- Budgeting and forecasting
- Compliance with internal control policies;
- Regulatory and Tax compliance, relation with internal and external auditors;

Name and address of employer Fondazione Human Technopole, via Cristina Belgioioso 171, 20157 Milano

Type of business or sector Research institute for science and life

Dates September 2014 – February 2021

Occupation or position held Accounting Manager - Direct report to CFO
Main activities and responsibilities Managing accounting staff in following activities:

- Individual & consolidated financial statements in accordance with IFRS standards;
- Infra annual financial closes processes and reports;
- Budgeting and forecasting;
- Implementation of new Accounting Standards: IFRS 9 and IFRS 16;
- Compliance with internal control policies;
- Regulatory and Tax compliance, relations with internal and external auditors;
- Anti-Money Laundering activities;

ERP project leader for the activities of Finance department.

Name and address of employer Finlombarda Spa, 25, F. Filzi, 20124, Milan

Type of business or sector Financial Services

Dates January 2010 – September 2014

Occupation or position held	Accounting Manager - Regional and EU Funds Accounting Coordinator
Main activities and responsibilities	Regional and European Funds Accounting. Accounting of bank movements relating to third-party funds (interests, securities, taxes and transfers). Monitoring financial transactions, periodic bank reconciliations, management of amortization schedules of mortgages. Cash flow analysis of 100+ regional funds.
Name and address of employer	Finlombarda Spa, 25, F.Filzi, 20124, Milan
Type of business or sector	Financial Services
Dates	January 2009 – December 2009
Occupation or position held	Supplier accounting specialist
Main activities and responsibilities	Supplier accounting management, budget check, tax compliance and payment schedule monitoring.
Name and address of employer	Finlombarda Spa, 23, E. Oldofredi, 20124, Milan
Type of business or sector	Financial Services
Dates	February 2008 – December 2008
Occupation or position held	Back office analyst
Main activities and responsibilities	Drafting of contracts, reporting and management of grant/financing phase. Advisory to municipalities and companies.
Name and address of employer	Finlombarda Spa, 23, E. Oldofredi, 20124, Milan
Type of business or sector	Financial Services
Dates	January 2005 – January 2009
Occupation or position held	Trainee (Chartered Auditor and Accountant)
Main activities and responsibilities	As trainee I was involved as junior accountant across a wide range of sectors on a variety of work including accounting and audit projects. Main activities: Invoice entries, reconciliations banks, customers and suppliers, monthly, quarterly and annual VAT settlements, tax calculations, technical advice about bankruptcy proceedings.
Name and address of employer	Chartered Accountant dott. Manfredi Giovanni
Type of business or sector	Fiscal lawyer and Chartered Accountant
Dates	September 2004 - January 2007
Occupation or position held	Consultant
Main activities and responsibilities	Data management for companies and financial institutions. Management of leasing, mortgages and loan agreements. Audit activities on accountancy papers.
Name and address of employer	Data Si
Type of business or sector	Services company

Education and training

Dates September 1996 – July 2004

Title of qualification awarded	Master degree – Economics and Banking
Principal subjects/occupational skills covered	Economics and management, banking law, corporate finance, mathematics, planning and control.
Name and type of organisation providing education and training	University of Messina
Dates	June 1995
Title of qualification awarded	High school
Name and type of organisation providing education and training	Leonardo da Vinci – Chiaravalle Centrale
Dates	September 2015
Name and type of organisation providing education and training	SDA Bocconi
Principal subjects/occupational	Il Bilancio bancario IAS – IFRS
Dates	August 2020
Name and type of organisation providing education and training	Chartered Accountant and Legale Auditors
Language	English – LanguageCert International ESOL A2
Organisational and Social skills and competences	Flexibility, problem solving, team work, data analysis, strong motivation, result orientation, interpersonal and communication skills, leadership, stress resistance, time management
Computer skills and competences	Windows XP, AS 400, Forward (accounting software), CSE software (ERP), SAP, SIOPE platform, Consip platform, SID, Home Banking (inbiZ) Office suite (Word, Excel, Access, Power Point, Outlook). Internet Explorer, Netscape Navigator, Netscape Communicator, Outlook, Outlook Express.
Driving licence	Category B
Additional information	Italian Volunteer Blood Donors (local accounting department)

PRIVACY STATEMENT

Authorization to the treatment of personal data in compliance with D. Lgs. n. 196/03 of Italian legislation AND in compliance with EU 2016/679 General Data Protection Regulation (GDPR) effective from 25th May 2018.

June 18th, 2021

DATE



SIGNATURE