



AT TORQ.PARTNERS

LEVEL:

Consultant

SPECIALIST FOR:

Process optimization, OPOS, accounting and controlling skills combined

BUSINESS MODEL EXPERTISE:

eCommerce
SaaS
Craft
Digital Services
Energy sector

PAST KEY CLIENTS:

Purish GmbH, AMX Germany GmbH, HiDoc Technologies GmbH, Gebr. Otto und Heinrich Müller Holzbearbeitung GmbH, Verso GmbH, Eigensonne GmbH, mobileJobs GmbH, Stoyo Media UG, aeyde GmbH

SPECIAL SKILL:

Experiences in Office Management and HR

CAN ACTIVELY POST IN:

DATEV Rewe

WITH TORQ SINCE:

2020

EDUCATION

Clerk for office management, OSZ2 – Europaschule Potsdam

Law studies, University Potsdam

Scandinavistics and European Ethnology, Humboldt-Universität zu Berlin

Jana Tonn

Classic accounting, topped with reporting knowledge and skills for various business models combined with digital processes and process optimization

CONSULTANT PROFILE

✉ jana.tonn@torq.partners

🗣 German, English

📍 Potsdam

[LINKEDIN PROFILE](#)

[MEETING LINK](#)

PAST PROJECTS

Interim Senior Finance Manager (Accounting and Controlling) for an e-commerce business with 30m annual revenue

(responsible for booking different revenue streams and establishing accounting processes, responsible for month- and year-end-closing; also responsible to initiate and implement a controlling tool as well as monitoring and updating the tool)

Interim Senior Finance Manager for a digital health app (SaaS) with the goal to streamline finance processes and structure the monthly and annual closing

(set up management reporting in Google Sheets and updated the reporting files, derived proposals in terms of budget control); also supported during restructuring and acquisition phase to meet the demands of different stakeholders

Interim Senior Finance Manager at a consultancy company with 9m annual revenue mainly leading the accounts receivable department with one employee and taking care of the debtors management

Interim Senior Finance Manager for a crafts company with 400 employees and 50m annual revenue

(responsibility for accounts receivable and accounts payable, supervision of monthly and annual financial statements, economic audit and tax audits, main focus on the accounting valuation of incoming and outgoing goods and the valuation of work in progress)

Interim Senior Finance Manager for a digital service company

(responsible for month-end-closing, annual closing, support during restructuring, therefore reporting on a weekly basis all relevant financial topics to different stakeholders, preparing the payroll, other administrative tasks [contact to health insurance, taking care of work certificates, etc.])

WORK EXPERIENCE

Accountant, mobileJobs GmbH, 60 employees, 4m revenues, 3 years

- Monthly and annual closing as well as different types of audit
- Updating monthly reportings
- Taking care of the cash management

Office & Community Managerin, MietWerk Postdam GmbH, 5 employees, 2 years

- Responsible for accounts payable and receivable, also for various customers and freelancers
- Community management for customers in coworking space and leading trainees
- Organizing meetings, workshops and other events

Freelancerin – Accounting, 2 years

- Preparation of month-end-closings

LEADERSHIP EXPERIENCE: 3 years

NICE TO KNOW

MOTTO:

There is no problem, that can't be solved with Sumif

MOST IMPORTANT EQUIPMENT:

Headphones & Excel

HOBBIES:

Boardgames and Pen & Paper

Pottery

Cats

TOOL EXPERTISE

ACCOUNTING TOOLS

DATEV (Kanzlei-)Rechnungswesen

DATEV UO

Lexware

Lexoffice

Netsuite

Odoo

Xero

REPORTING TOOLS

Helu

Power Query

OTHER TOOLS

Google Sheets

Asana

Billomat

Candis

Circula

DeepL Write/Translate

Easybill

FastBill

Finway

Google Workspace

HubSpot

Leapsome

Microsoft Excel

Microsoft Powerpoint

Miro

Monday

Moss

Pathway

Personio

pleo

Qonto

Salesforce

sevDesk

Shopify

Smartsheet

Spendesk

Taxdoo

Trello