



DAFnature

Trilingual finance & administration management

 **MANAGE**

 **SUPPORT**

 **ADVISE**

By your side to implement
an efficient & responsible
administrative and
financial management

PERFORMANCE



PEOPLE



PLANET



Respect
Integrity
Confidentiality
Humility
High standards
Adaptation

PERFORMANCE



PEOPLE



PLANET



* MANAGE

To meet your one-off or recurring needs, we manage for you Finance, HR and CSR matters that you wish to outsource. You'll have more time to concentrate on your core business with the guarantee that everything will be handled with care.

* SUPPORT

Our aim is to ensure that you no longer feel alone in managing your business. We are by your side to help you implement an efficient and responsible administrative and financial management.

* ADVISE

The interests of your company are also ours. Our expertise and our outside view nourish our discussions, so that you can make the appropriate decisions.

PERFORMANCE

INTANGIBLE CAPITAL

360° VIEW

MEET DEADLINES

PURPOSE

PERFORMANCE

..... **Getting organized**

Admin organization assessment

Support for the implementation of solutions

Team training on admin processes

..... **Analysing the past**

Cost accounting monitoring

Monthly/annual closing preparation

Cost control

..... **Managing activity**

KPI's co-definition

Risk's identification and securing procedures

Support for the development of activities abroad

..... **Forseeing the future**

Budgets and forecasts preparation

Cash-flow plan preparation

PEOPLE

POSITIVE PSYCHOLOGY

PERMACULTURE PRINCIPLES

NON VIOLENT COMMUNICATION

COLLECTIVE INTELLIGENCE

PEOPLE

..... **Employees**

Support for recruitment, onboarding, training and review
Outsourced payroll, expenses and leaves management
Quality of Working Life & employer brand

..... **Clients**

Quotes & invoicing management
Collection process management
Support for tender offers

..... **Consulting firms**

Coordination with chartered accountants,
auditors and lawyers
Participation to legal secretarial

..... **Providers**

Needs analysis and sourcing
Invoices and due dates monitoring

PLANET

FRUGALITY

SUSTAINABLE DEVELOPMENT

CIRCULAR ECONOMY

ECOLOGICAL ACCOUNTING

PLANET

..... **Process**

Corporate Social Responsibility
Labeling / Certification

..... **Sustainable purchasing**

Overview and assessment
Proposal of eco-friendly solutions

..... **Office waste**

Overview and assessment
Proposal of eco-friendly solutions

..... **Biodiversity**

Team awareness
Co-definition of actions in favor of biodiversity

Our services are made for -50 employees organizations (sales between €500k and €15M);

Services à la carte, tailored to your needs;

Pick a specific action among those proposed or a more global mission.

*** RED ALERT OFFER**

To clean up a situation, structure your processes or cover a replacement.

- It's made for you if you want to save time, get quick visibility or need a transition manager.
- It's the commando-firefighter-ninja mission.
- Intervention from 2 to 3 days a week for 4 to 6 months.
- Our objective: a relaxed, smiling and confident manager, a healthier situation, structured processes, skills transferred, continuity of administrative services assured.

* SUBSIDIARY OFFER

For foreign companies that have opened or are about to open a subsidiary in France.

- It is designed for managers who seek support in setting up group processes in line with French specificities, or who have reporting needs.
- This is the acclimatization mission.
- Intervention 3 days a week for 6 to 12 months.
- Our objective : Group Finance and HR teams trained in French specificities and a French team freed up to focus fully on business development.

* AUTONOMY OFFER

Designed for managers and/or their teams who wish to «do by themselves».

- Pick this offer if you want to understand the basics of financial & administrative management, if your support teams need to get the best practices, learn about ecological accounting (aka extra-financial accounting) or implement a CSR policy.
- This is the skills and knowledge transfer mission.
- It is tailor-made according to your request.
- Our objective : to enable your support teams to grow in their field and/or CSR issues, and in autonomy.

Since 2020, DAFnature has worked with more than 15 French and foreign organizations on one-off or recurring assignments.

* RECURRING ASSIGNMENTS

- **French subsidiary of a biotech-pharma:** agreement management, supplier onboarding, budget monitoring. Structuration of processes. Sunshine act compliance. Training of in-house employee.
- **Start-up AI:** structuring of function and processes, monthly payroll management, supplier payments and cash management, monthly & annual closing of accounts, on-demand support.
- **Start-up decarbonation of ports and cities:** support for team onboarding, structuring of administrative processes, monthly accounting closing, budget tracking.
- **Communications agency:** assistance with annual accounts, migration to a payroll tool, clients accounts management, training of in-house administrative employee. Management of an audit by the Administration.
- **Car rental company:** assistance with updating accounts, structuration of the function and processes, onboarding of first employees.

* ONE-OFF ASSIGNMENTS

- **Consulting firm in environment protection:** coordination of a public event.
- **Start-up for sustainable women sanitary napkins:** analysis and advice on procedures and information systems in place.
- **Start-up for services to the elderly:** cash-flow budget and P&L forecast. Team training.
- **Communications agency:** audit of procedures and information systems to structure cost & management control.
- **Recruitment company:** evaluation of intangible capital (in collaboration with an expert).
- **Association for ecology & education:** audit of existing processes and information systems and propositions of improvement.
- **Institutional association:** audit of procedures and information systems, proposition of an action plan.
- **Guest-house:** business plan and training of the owners.
- **Theater school:** cash-flow and P&L forecast and follow-up.



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* DAFnature

* CFO / +10 years

* OFFICE MANAGER / 5 years

* TRILINGUAL EXECUTIVE ASSISTANT (MD, CFO, HR) / 10 years

* FREELANCE TRANSLATOR/ 2 years

To provide the most accurate and up-to-date advice,
I've partnered with complementary experts in legal,
accounting, finance, payroll and information systems.