

Benedicte Olsen

Head of Administration and Finance

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PROFILE

Benedicte Olsen is educated as an auditor and has passed law exams at the University of Oslo at BA level. Benedicte Olsen has practised as an auditor in the tax administration, worked as a chief accountant in private industry, run her own accounting company and has been finance manager in an international recruitment company before she came to ILPI. She has a wide experience within economy and administrations task related to the management of consultancy contracts.

WORK EXPERIENCE

<p>Head of Administration and Finance, International Law and Policy Institute; Oslo, Norway</p> <ul style="list-style-type: none"> Responsible for the administration of the company with reporting to the general director. Responsible for all the economic reporting, daily accounting tasks, budget, wages and all the reporting to the authorities. Responsible for tax and vat issues national and for the group companies. Responsible for follow up of our subsidiary, ILPI Zanzibar Ltd in all financial questions, Tax and VAT. 	<p>Aug 2011 — Present</p>
<p>Chief accountant/Finance manager Randstad Norway AS (group) Oslo</p> <ul style="list-style-type: none"> Responsible for all the finance reporting to the mother company in Amsterdam, Netherland every month. She also did risk reporting to the mother company. Daily accounting tasks such as book-keeping, payments, reconciliations, tax reporting. Personal administration in accordance to wages and reporting to the authorities. Additionally she did ad-hoc tasks for the general director and participated in the development of reporting tools. 	<p>Oct 2007 — Aug 2011</p>
<p>Own accounting company – Regnskapsoperatørene AS Jar, with Benedicte Olsen as the only full time employee</p> <ul style="list-style-type: none"> All accounting tasks for small companies as well as wages and personal tasks. She did all reporting to the authorities and annual reports and tax returns. 	<p>Jan 2001 — Sept 2007</p>
<p>Chief accountant – David Andersen AS, Oslo</p> <ul style="list-style-type: none"> Monthly reporting of the results for all the units from the production to the shops in the company to finance manager. Wages and personal tasks. She also worked with the Reporting to the tax authorities, budget as well as accounting tasks. Additionally she worked with cash management and stock estimating. 	<p>Nov 1998 — Dec 2000</p>

Tax auditor tax authorities – Oslo fylkesskattekontor, OsloNov 1992
— Nov 1998

- Worked with the control of companies registered in the public register of companies with the authority to control. Her work included but was not limited to correct reporting of tax to the authorities, correct reporting of VAT to the authorities and precise reporting of payroll tax, and employees contribution. Throughout her engagement, she practised for three months at Oslo tax office.

EDUCATION

University of Oslo1993
— 2012

- Law exams at BA level (2,5 years)
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University of Agder, Kristiansand1989
— 1992

- Bachelor in Auditing

LANGUAGES

- **Norwegian** — Fluent (mother tongue)
- **English** — Fluent