



Financial Media  
Brouwerijstraat 26A | B-9880 Aalter  
09 375 68 00 | office@fm.be

BTW BE 0870 459 687  
IBAN BE45 0689 0565 6489

## Input Form

The document below serves as a guide to help you structure the content of your participation file. While it outlines the minimum information required for the jury file, it should not limit your creativity in enriching your submission.

It is not necessary to provide extensive literature; clear and concise bullet points will suffice. The editorial team will review the file with you during a video call to ensure everything is clear and identify any additional information that may be needed.

You may draft the document in the language of your choice (Dutch/English/French) or a mix of these languages.

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### Chapter 1: About Your Company

You may also choose to include your annual report, if available.

- Company name
- Turnover
- Number of employees
- Key financial figures
- Please provide a brief description of your activities and sector, along with any information that may be relevant to the rest of the file.

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### Chapter 2: About the Finance Function

Provide insights into the composition and organization of your finance team:

- Number of FTEs in finance
- Organization chart & explanation (including reasons for the chosen structure)
- Structure and organization (e.g., local or international, centralized or decentralized, shared services center, etc.)
- Tools – What software tools does the finance team use, and why?

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### Chapter 3: The Case

Describe the content of the project or initiative you wish to present to the jury in bullet points.

At a minimum, address the following questions:

- What was the context and what were the objectives?
- What were the most important milestones?
- What were the challenges, and how were they addressed?
- What was the role of the finance team?
- What impact have the finance team's efforts had on the organization as a whole?

Please provide us a word/pages/powerpoint/keynote document and a final pdf after the (video-call) feedback session. Please mail to [peter@fm.be](mailto:peter@fm.be)