

Charlotte Clayton – Assistant Accountant

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Personal statement

I am a University graduate of Accounting & Finance. I currently have TV Drama accounting experience, with most experience in AP and Petty Cash. I am looking for a variety of different projects to widen my experience. I am also a supplementary member of The Production Guild.

Key Skills

- Knowledge and use of Eclipse and Money Penny
- Payroll experience with Sargent Disc
- Sage Payroll Level 2
- Accounts Payable & Petty Cash
- Full Clean UK Drivers License with 4+ years driving experience. Also own a car.
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Fire Warden Trained

Production Experience

Warp Films – 2017 (May 2017 – July 17)

(The Virtues – 4x60min)

Assistant Accountant

- Money Penny Software
- Accounts Payable
- Bank Reconciliations
- Payment runs
- SA's
- Cost Analysis

World Productions – 2017 (Jan 2017 – Apr 17)

(Gone/Save Me – 6x60min)

Assistant Accountant

- Money Penny Software
- Accounts Payable
- Cast Payroll
- Crew Payroll – Sch D & Ltd
- Location's Cost Manager
- Petty Cash
- Bank Reconciliations
- Payment runs
- SA's

Mainstreet Pictures – 2016 (June 2016 – Sept 2016)

(Unforgotten Season 2 – 6x60min)

Assistant Accountant

- Petty Cash
- Accounts Payable
- Eclipse

BBC – 2016 (April 2016 – June 2016)

(To Walk Invisible – 1x90min)

Cashier – Creative Skillset

- Experience using eclipse
- Electronic Petty cash entry and management
- Electronic Purchase order system
- Coding Invoices and Petty Cash
- Entering Manual PO's into eclipse
- Monitoring all SA's and Chits
- Data entry of Invoices

Mammoth Screen – 2015/2016 (Oct 2016 – April 2016)

(Victoria – Season One 8x1hr episodes)

Cashier – Creative Skillset

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Lionsgate TV – 2015 (May 2015 to Sept 2015)

(The Royals – Season Two 10x1hr episodes)

Junior Payroll Clerk

- Digital Purchase Order software
- Sargent Disc payroll
- Episodically managed
- Manual Timecards

Education

Oxford Brookes University

(September 2011 – May 2015)

BSc (Hons) Accounting & Finance 2.2

Study abroad at Old Dominion University (Virginia USA) from Sept 2012 to May 2013