

Brenda Curtis**Bristol Based**

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Accounts/software packages used: Eclipse, Money Penny, PSL, APM, SAP, Sage, Tasbooks, Kerridge, Exact, BAAN also Excel and Word

Previous work experience: Having spent all my working life in various accounts positions within the following industries – Manufacturing, Aggregate and garden landscaping, Distribution, Recycling, Charities

My main responsibilities were Accounts Payable – processing high volume purchase invoices, BACS payments, petty cash, personal expenses as well as credit card expenses, bank reconciliations. Also reconciling control accounts at month end. Accounts receivable - generating sales invoices, allocating cash received and credit control. Payroll – inputting weekly timesheets

Rivals ITV-Venturer Ltd Accounts Payable/2 nd Assistant Accountant (Eclipse)	16 January – 25 September 2023 FC – Jeff Dunn
Becoming Elizabeth – The Forge Entertainment (Elizabeth) Ltd Accounts Payable Accountant (Eclipse, EZYPO, APM)	26 October 2020-04 July 2021 Accountant – Maria Hurley FC – Kevin McSweeney
Spanish Princess 2 – TSP2 Productions Ltd 1 st Assistant Accountant (Money Penny)	6 January – April 2020 Accountant – Jon Miller
Spanish Princess 2 – TSP2 Productions Ltd Daily Accounts Assistant (Money Penny)	November-December 2019 Accountant – Jon Miller
Invisible - Mammoth Screen Ltd 1 st Assistant Accountant (Eclipse, EZYPO, TPH Payroll)	10 June 2019 – 01 November 2019 Accountant – Rachel Quigley Smith
The Last Post Ltd – Post Production Company Accounts Assistant (Money Penny, Eclipse)	25 February 2019 – 09 May 2019 Accountant Matt Dalton
The Trial of Christine Keeler – Keeler Productions Ltd Daily Accounts Assistant (PSL, DPO)	February 2019-March 2019 Accountant – Paula Chidgey
Poldark Series 5 – Mammoth Screen Ltd 2 nd Assistant Accountant (EZYPO, Eclipse)	06 August 2018 – 15 February 2019 Accountant – Chrissy Murray
Poldark Series 4 – Mammoth Screen Ltd Cashier/Accounts Payable – (Eclipse)	07 August 2017 – 02 February 2018 Accountant – Lance Crossey
Poldark Series 3 – Mammoth Screen Ltd 2 nd Assistant Accountant (Eclipse)	August 2016 - February 2017 Accountant - Jon Miller
Poldark Series 2 – Mammoth Screen Ltd 2 nd Assistant Accountant (Eclipse)	July 2015 – March 2016 Accountant – Matt Dalton
Poldark Series 1 – Mammoth Screen Ltd Accounts Assistant – (Money Penny)	August 2014 – November 2014 Accountant – Steve Monchar/ Alex Matcham/Matt Dalton

Education/Qualifications

Part qualified AAT

Part qualified ICM

2 O level passes

7CSE's above grade C