

THERESA MCKAY-ROBERTS PRODUCTION ACCOUNTANT

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Profile:

Experienced Production Accountant with 25 years experience in the Television Industry. Group Financial Accountant for over 4 years – implemented new systems, recruited team of 9 staff in a rapidly expanding company. I have over twenty years experience in all aspects of Finance. Experience in Due Diligence. I am a highly organised individual, who very quickly builds an excellent working relationship with the cast and crew, with the ability to defuse any situation before it escalates into a problem. Vast experience of payroll, VAT and all Accounting processes from Budgeting and Forecasting to P&L and BS and Cashflow. Ability to manage an exceptional workload. Great sense of humour who carries out all tasks with a smile.

ROVERS Producer: Line Producer:	JELLYLEGS PRODUCTIONS LTD Gill Isles Lynne Roberts	6 x 30m
SO AKWARD S2 Producer: Line Producer:	BBC/CHANNEL X Sally Martin Dominique Molloy	13 x 30m
FROM DARKNESS Producer: Line Producer:	BBC Helen Ziegler Susan Dunn <i>TAX CREDIT PRODUCTION</i>	4 x 1 HR
NO OFFENCE (Current) Producer: Line Producer:	ABBOTTVISION PRODUCTIONS Anna Ferguson/Simon Meyers Brian Kaczynski <i>TAX CREDIT PRODUCTION</i>	8 x 1 HR
AFTER HOURS Producer: Line Producer:	JELLYLEGS PRODUCTIONS LTD Gill Isles Mike Noble	6 X 30m
BBC Producer: Line Producer:	CBBC – ALL AT SEA S2 Simon Nelson Nadia Jaynes	13 x 30m
THE MILL S2 Producer: Line Producer:	DARLOW SMITHSON PROD Johnathan Young Brett Wilson	6 x 1 HR
UTOPIA 2 Producer: Line Producer:	KUDOS Bekki Wray-Rogers Mike Treen	6 x 1 HR
HEBBURN	CHANNEL X	6 x 30m

Producer:	Gill Isles	
Line Producer:	Lynn Roberts	
BBC	CBBC – ALL AT SEA (CHARLIE)	13 x 30m
Producer:	Juliet Charlesworth	
Line Producer:	Jonathan Leather	
CAR SHARE		
PETER KAY	GOODNIGHT VIENNA PROD	6 x 30mins
Producer:	Gill Isles	
Line Producer:	Nadia Jaynes	
THE WRIGHT WAY		
BEN ELTON	PHIL MCINTYRE TELEVISION	6 x 30mins
Producer:	Rohan Acharya	
Line Producer:	Mark Devlin	
JOHN BISHOP- PANTO!	LOLA/BABYCOW PRODUCTIONS	1 HR
Producer:	John Rushton	
Line Producer:	Richard Moat	
ROYLE FAMILY XMAS SPECIAL	JELLYLEGS PRODUCTIONS LTD	1 hr
Producer:	Lucy Ansbro	
Line Producer:	Sarah Dibsall	
DUPMPING GROUND	BBC – CBBC	13 x 30m
Producer:	Louise Sutton	
Line Producer:	Alan Fairholm	
WOLFBLOOD	BBC – CBBC	13 x 30 M
Producer:	Foz Allen	
Line Producer:	Alan Fairholm	
BBC	Portfolio Accountant - CBBC	
	Over seeing a number of CCBC programmes	
	Working on CBBC Drama Development	
Production Executive:	Lynne Marriott	
SCOTT AND BAILEY	RED PRODUCTION COMPANY	6 x 1hr
Producer:	Yvonne Francas	
Line Producer:	Rhian Griffiths	
BEDLAM	RED PRODUCTION COMPANY	6 x 1hr

Producer:	Matthew Bird	
Line Producers:	Brett Wilson & Nadia Jaynes	
INN MATES	PILOT – BBC COMEDY	1 x 30mins
Producer:	Jim Poyser	
Line Producer:	Brett Wilson	
IDEAL 6	BBC COMEDY	8 x 30mins
Producer:	Gill Isles	
Line Producer:	Brett Wilson	
SCALLYWAGGA 2	BBC COMEDY	6 x 30mins
Producer:	Kristian Smith	
Line Producer:	David Noble	
WE ARE KLANG	BBC COMEDY	6 x 30mins
Line Producer:	Jon Montague	
Line Producer:	Josh Dynevor	
IDEAL 5	BBC COMEDY	6 x 30mins
Producer:	Gill Isles	
Line Producer	Layla Croll	
UNFORGIVEN	RED PRODUCTION COMPANY	6 x 1hr
Producer:	Karen Lewis	
Line Producer:	Brett Wilson	
MASSIVE	BBC COMEDY	6 x 30mins
Producer:	Jim Poyser	
Line Producer:	Martin Coates	
SCALLYWAGGA 1	BBC COMEDY	6 x 30mins
Producer:	Jon Montague	
Line Producer:	Kaela Langan	
ADMIN CORNERSHOP SOUND NCA –	PILOT – BBC PILOT - BBC PILOT - BBC ALL STAFF RECOVERIES	

Action Time (UK) Ltd, **Assistant Accountant**
1995 – 2000 – 5 years
(Television production company, turnover £10m to £15m,
Subsidiary of Carlton Communications plc)
Working on various Entertainment Programmes such as Catchphrase/Wipeout.

BBC/FREELANCE, Production Accountant

Sept 06 to present

- Monitor & Control actual expenditure against budget
- Creating Costs Reports and liaising with the Production Executive
- Highlight potential overspend/underspend on programmes
- Raising Artists Req's, Purchase Orders, Processing invoices, HOD floats
- Liaise with HOD's re budgets
- Location Bank Account (Signatory) – Petty cash, Bank Req's to deadlines
- Meetings with Line Producer re budgets and programme spend

- Assist with general Finance queries throughout BBC Manchester due to the reduction in Finance Staff
- Monitor all staffing costs and recoveries in News & Current Affairs-monthly meetings with Prod Exec

ANSA Group Ltd, Group Financial Accountant **May 2002 to Aug 06**
(Insurance Claims Handling, turnover approx. £25m)

- Production of monthly accounts for 5 companies
- Management of a team of nine employees
- Reporting to Financial Director and making day to day business decisions
- Management of all year end audits
- Due diligence experience
- Signatory on the bank mandate for unlimited amount

Manchester Innovation Ltd, Project Accountant **Oct 00 to May 02**
(Provides management and commercial structure to take an innovative idea from Manchester University to become the foundation of a spin-out business)

Action Time (UK) Ltd, Assistant Accountant **May 95 to Oct 00**
(Television production company, turnover £10m to £15m, Subsidiary of Carlton Communications plc)

IT skills:

Microsoft Excel, Microsoft Word, Sage Line 50, 100, 200, Sage Payroll and P11d Software, SAP, BPS, Vista, Movie Magic Ecat – BBC, Microsoft Navigation, Eclipse Global, PMI

Referees:

Kristan Smith	BBC Commissioning	T: 07946 530501
Gill Isles	Producer	T: 07791 212230
Nadia Jaynes	Line Producer	T: 07834 956711
David Noble	Production Executive	T: 07738 396033
Alan Fairholm	Line Producer	T: 07802 946481
Brian Kaczynski	Line Producer	T: 07966 109105