

Gemma Donaldson

Contact

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Worsley, Manchester

Advanced System Skills

Money Penny

SAP HR & Finance

Oracle

Scheduall

Microsoft Office

Sargent Disc

Barclaycard Credit Card System

Petty Cash

Education

SALFORD UNIVERSITY

2003

BSC Business Studies

A-Level French

OAKLANDS COLLEGE

2000

GNVQ Advance Business

A-Level Media Studies

HITCHIN GIRLS SCHOOL

1998

10 GCSE's A* - C

Profile

Analytical, energetic, and detail focused with extensive experience in business management, including operations management, communications, resource planning, people management, business development and business change.

Experience

Head of Scheduling Jan 2022-Present

My overall duties involve leading and managing the Bookings Team. Overseeing that the personnel and facilities resources for BBC Sport are optimum to deliver to the highest standard.

I ensure that accurate figures are inputted for the actuals and forecast report. As well managing the freelance costs and BBC recharges.

Head of Operations (Maternity) • Farm • Salford • 2020 - 2020

I was acting head of operations covering maternity leave at The Farm Salford in 2020. I was tasked with overseeing the postproduction and broadcast workflows, as well as being the main point of contact for the client (BBC). I ensured that the cadence of resource for day-to-day broadcasts as well as major events were kept at an optimal level, whilst ensuring the availability of facilities.

I was responsible for strict budget control, ensuring the forecast was maintained and in line with expectation.

Business Operations Manager • Farm • Salford • 2018 – 2022

I worked as the business operations manager at The Farm Salford leading a team of coordinators, ensuring that all postproduction requirements were in place for the client (BBC).

I worked with the department leads to ensure that all upcoming sporting events were appropriately staffed as per the BBC's sporting calendar.

I produced monthly forecasts and oversaw all expenditure for the department, producing accurate billing for the client.

I managed all staffing matters including holidays, sickness, disciplinary, plus any other staffing issues.

I worked on several simultaneous projects including process improvements, system implementations and restructuring.

Production Accountant • BBC • Salford • 2016 - 2018

Working across the Comedy, Children's, and Entertainment genres, I ensured that there was accurate forecasting against the production budget.

I conducted month end meetings with the production managers to prepare the cost reports to be issued to the executives and programme accounting; Highlighting overspend/underspend where necessary and explaining its provenance. Managing the different platforms of the production team expenses i.e., Barclaycards and location bank accounts. Completing bank reconciliations for a slate of productions.

Assistant Production Accountant • BBC • Salford • 2012 - 2016

I raised contracts for the crew through Smart Book, purchase orders for suppliers and solved any queries mainly using SAP.

The primary task of my role on a production was to manage the Location Bank account. This consisted of making sure there is enough money in the bank and then in turn enough money for petty cash. I issued out floats and paid any personal expenses to crew and cast. Reporting monthly petty cash and bank reconciliations and at the end of the production closing it once I have completed the P46 returns and asset register.

Talent Coordinator • BBC • Salford • 2011 - 2012

I worked as a talent coordinator in the Children's department. Using a variety of systems, I managed and booked staff onto training courses, liaising with the trainers regarding the needs of the staff.

My main responsibility was to maintain a pool of runners and PMA's to work across productions. I regularly met with potential recruits, discussing their experience and upcoming productions that may be suitable. I conducted formal interviews with potential recruits in all areas.

Talent & Training Coordinator • ITV • Manchester • 2010 – 2011

My role involved scheduling and contracting staff for the London and Manchester teams in Factual, Entertainment, Current Affairs and Daytime.

I project managed the recruitment drive for runners in studios and work experience placements. I was also responsible for writing adverts and putting them on various outputs, recruiting for editorial staff, short listing and interviewing. I have been an assessor for ITV and BBC recruitment drives.

Credit Controller • ITV • Manchester • 2008 – 2010

I collected payments from Studios and Broadcast airtime customers.

I oversaw the cash flow forecasting for the Credit Control team.

I reviewed the accounts with the Finance Mangers for each Studios area.

Treasury Assistant • ITV • Manchester • 2007 – 2008

Duties included entering transactions- invoices and credit memos. Making cheque and chaps payments and make any necessary amendments. Administration- data inputting, filing and scanning.

Insurance Advisor • MIA Insurance • Herts • 2005 – 2007 Senior Advisor • Portman Building Society • Herts • 2004 – 2005 Mail Clerk • RAC • Perth -AUS • 2007 Administrator • Asgard Wealth Solutions • Perth -AUS • 2007 Care Assistant • Bizweni Centre • South Africa • 2007

References available upon request