

Beverley Booth (Brimble)

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I have worked across many different genres within the TV industry from documentaries which have been many months/years in the making to live sporting events. I have found that all areas provide their own challenges and this has broadened my understanding of the Production Accountant role and has allowed me to develop my skill set to be able to offer a balanced and focused support to the production teams that I work with.

Working History:

Production Accountant, British Broadcasting Company (BBC) March '15 – March '17

My role with the BBC formed part of the central production accounting team which worked on all UK and RoI BBC productions. I was based in BBC Sports dealing with many high-profile sporting events and major events including FA Cup, Premier League, Euros and World Athletics.

Key Responsibilities:

Provide financial control and manage budgets on productions, which included weekly/monthly meetings with Production managers and execs to ensure that production spend was as per the budget planning expected and all under/over spends are managed/utilized. Month-end forecast and budget reviews and reporting to central finance and production executives.

Preparing production cash flows and ensuring that all production changes are reflected to aid effective decision making.

Ensure that clear records are kept for audit.

Introduce a streamlined and uniformed reporting approach to assist with production executives with production overviews.

Supporting production managers in effective decision making to ensure location cash is available to ensure the team requirements are met for live events.

Liaising with senior members of both production and finance teams to ensure that the requirements of the production was met.

Programme Tittles – Match of the Day, Match of the day 2, Match of the day 2 Extra, Football Focus, World Football Focus, FA Cup coverage via additional Match of the Day programmes, The 6 Nations, F1, The Euros, BBC Sport Athletics. Programmes TX'd on BBC1, BBC2, IPlayer, Red Button.

Production Accountant, KEO Films January 12 – March '15

My role at KEO Films was a newly created role and allowed me to set up the Production Accountant role and procedures. I work across all KEO Film (London), KEO North (Glasgow) and KEO West (Bristol) productions, I also provide the production accounting for KEO Digital projects.

Key Responsibilities:

Cost Manger reconciliation with Bi-weekly/monthly reporting on spend, variance and guidance on future spending where possible
Checking budgets before final submission to Broadcaster
Set up of Excel cost manager and subsequent Access and Focal Point system information
Internal Cash flow and reporting to Head of Production and Finance Director
Payroll for PAYE contracted production staff
Systems administrator for Focal Point – Online reporting and Cost manager software package
Managing cash requirements for all production both GBP, foreign currency and the effective control of production FX Visa cards
Update and report of internal recoverable for both staff costing and overhead costs
Introduce and implement a cash management policy to ensure that production crew follow safe and secure processes for handling cash on location which allowed clear, concise and timely actual spend reporting.
Liaise with Head of Production, head of genres and head of Development to plan for future productions and the expected scheduling to ensure all accountancy requirements are in place.

Programme Tittles – Skint Series 1 & 2 (Channel 4), Britain's Whale Hunters (BBC 4), I Bought a rainforest (BBC2), Welcome to Rio (BBC 2), Ottolenghi Mediterranean Island Feast (More 4), Fruit Share (Digital), BBC Food (Web Series), Victoria Wood nice cup of tea (BBC 1), Terry Pratchett Facing extinction (BBC 2), Hugh's Fish Fight – Save our Seas (Channel 4, River Cottage (Channel 4)

**Production Accountant, RDF Television
– December 11**

January 11

Diverse and RDF Television merged in January 2011, at this point my contract was TUPED to RDF Television West. I continued with my duties for Diverse and also covered a number of RDF programmes. In additional to my Diverse duties I have listed my key Responsibilities below.

Key Responsibilities:

PRTS reporting internally and reporting to Talents Agent
Checking budgets before final submission to Broadcaster
Set up of Excel cost report and subsequent Navision system information
Internal Cash flow and reporting to Treasury
Manage the migration process of a major production to a new software package and cost reporting system
Managing cash requirements for Bristol production both GBP and foreign currency
Liaising between Head Office and local Management
Production point of contact for financial migration issues

Programme Tittles – Dickens Real Deal Series 3-6 (ITV), Emergency Bikers (Channel 5), Secret Dealers (ITV), The renovation Game (Channel 4), Bush pilots.

**Production Accountant, Diverse Productions Ltd
09 – December 10**

May

Diverse is a television production company making factual entertainment programmes such as Bear Grylls Man V's Wild.

Key Responsibilities:

Processing sales and Purchase invoices

Credit Control

Bank reconciliation

Broadcaster Financial reporting

Cost analysis

Liaise with production crew to ensure that all financial commitments are met.

Programme Tittles – Man Vs Wild season 3-7(Discovery), Tribal Wives (BBC 2), Apocalypse Man (History Channel)

**Finance Manager, Land Securities Trillium (trading as Semperian effective 12/01/09)
May 08 – May 09**

LST a well established PFI Company with a portfolio of over 30 PFI projects which include education, healthcare and rehabilitation facilities. LST provide a specialised service to government bodies to facilitate their accommodation and service requirements without a large asset portfolio to manage.

Key Responsibilities:

Prepare monthly sales and purchase ledger invoices

Credit control

Payment generation

Preparation of quarterly management accounts

VAT returns

Preparation of quarterly group consolidation reporting packs

Prepare annual budgets and liaise with senior ledgers to seek approval

Cash management to ensure the modelled distributions are made to share holders on time

Generate maximum income for the SPV by effective working capital planning.

Sole point to contact for SPV audit (including production of Audit file)

**Assistant Practice Manger, Bradbury & Co Accountancy Practice
July 07 – June 08**

Bradbury & Co worked in partnership with a number of companies to provide an IR35 compliant wealth management solution to contractors specialising in the IT sector.

Key Responsibilities:

Prepare and complete client Tax Returns and accounts
Complete Annual returns and all aspects of limited company compliance for the group of companies
Weekly payments to suppliers
Company reporting statistics for board packs and internal planning and monitoring
Strategic planning to drive the development of the business
Implementing policies and procedures
Prepare monthly management reports
Recruitment, staff training and development

**Accounts Assistant, Alliance Pharmaceuticals
November 06 – June 07**

Alliance is a pharmaceutical company which targets dermatological products along side the development of new medicines.

Key Responsibilities:

Sole responsibility for the companies purchase ledger function
Maintaining an up to date and accurate nominal ledger
Completing bi-weekly payments
Bank reconciliation (3 GBP accounts, 1 Euro)
Employee Expenses
Intercompany reconciliations
Completion of journals, accruals and prepayment to assist the company accountant with monthly accounts preparation
Completion of year end audit file

**Future Finance Modeller, Ministry of Defence
– November 06**

August 06

This position was within the Defence Information Infrastructure programme, the largest IT service contract placed in Europe.

Key Responsibilities:

Supporting the development and maintenance of the performance model
Maintaining up-to-date forecast and actual profile for expenditure of 'take on services'
Reconciling invoices to supporting documentation

Ensure the contracts database is kept up-to –date and ensuring contract obligations monitored are met.

**Oracle Systems Administrator, Ministry of Defence
04 – August 06**

November

DFMS (Departmental Financial Management Systems) were tasked with the administration, development and system support to the main financial package used throughout the ministry of defence.

Key Responsibilities:

Develop and support the DFMS applications software and certain other bespoke applications
Design and develop business unit specific financial reports
System test of authorised software changes principally using Oracle 11i and Oracle discover
Provide support and IT assistance to an overseas departments and local infrastructure.

**Finance Assistant, Ministry of Defence
November 04**

February 04 –

Key Responsibilities:

Assist the Management Accountant with monthly reporting and reconciliations
Responsibility for accounting operations including the import and control feeder files using the Oracle system
Branch System administrator, maintaining system standing data, accounting periods and user accounts
Local change coordinator for the CBFM branch, liaising with Fujitsu to ensure system availability.
Processing cash accounts of forces personnel posted in Basra, including the scrutinizing and processing transactions in a sterling sub-impresst account.

**Payments Team Leader, Avon & Wiltshire Mental Health NHS Trust
February 01 – February 04**

AWP are a NHS trust with specialises with mental health issues and also drug and alcohol rehabilitation in the South West of England.

Key Responsibilities:

Weekly payments, via BACs, Cheque and when needed CHAPs. Also, the ordering of foreign draft payments
Upload NHS information into GRN/Oder interfaces.
Accounting for cancelled payments
Financial year end and agreement of inter trust balances
Process of invoices in preparation of payment
Petty cash control and accounting for the NHS. Including analysing units spend and advising on areas where more effective cash management could be used.

Education:

August 04 – June 06, Norton Radstock College, AAT (First time pass).

September 97 – June 98, City of Bath College, CASP

September 92 – July 97, Hayesfield Girls School, GCSE. Maths, English (Language & Literature), Science (Double), Geography, Spanish, Child development, Business Studies

IT Skills:

Microsoft Office (Excel, Word, Outlook, Access, Power Point, Publisher)

Sage MMS

Oracle Financial

Oracle Discoverer

Cedar E-Financials

SACO (Stand Alone Cash Office)

HP Open View (Task database)

PMI

Navision

Focal Point

Access Dimensions

SAP

Reference:

Joanne Hemmingway

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9-10 Great Sutton Street

Maddy Allen

KEO Films

London