

# **Novenka Bailey**

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## **Production Accountant**

**Wild Space Productions Ltd / Netflix** Sep 2019-Jan 2020

New Natural History Production Company – management of 3 shows

## **Assistant Production Accountant**

**Malory Towers** (King Bert Ltd) Assistant to Aggie Mensah Jul 19 -Sep 19

**Glass Houses** (Genial Productions Ltd) Assistant to Gemma Kent Mar – July 19

## **Production Coordinator July 18 -Mar 19**

**It's Your Fault I'm Fat** 5Star / Twofour December 18 -Mar19

**The Great British Brass Off** Sky Arts / Twofour Jul-December 18

## **Production Accountant**

**Bait** (budget 70k) Salty Film Productions Aug-Nov17

## **Assistant Production Accountant Feb 11 – June 18**

**Fisherman's Friends** (Fred Films Ltd) Assistant to Rob Seager Feb-Jun18

**Delicious 2** (Sky/Bandit Tv Ltd) Assistant to Steve Cronick Aug-Nov17

**The Miniaturist** (The Forge Entertainment Ltd) Assistant to Steve Cronick Feb 17-June 17

**Maternity Leave** - Sept 12- Feb 17

**Run** (Acme Films Ltd) Assistant to Paul Gibbs May 12 - Sept 12

**Trollied 2** (Roughcut) Assistant to Karen Hinton March 12 - May 12

**Line of Duty** (World Productions) Assistant to Karen Hinton Aug 11 - Dec 11

**Misfits 3** (Clerkenwell Films) (holiday cover) August 11

**Top Boy** (Cowboy Films) - Assistant to Kevin McSweeney Feb11-July11

## **Project Coordinator Oct 10 - Jan 11**

BBC World Service Trust - BBC Janala - Bangladesh English Learning

- Monitoring and update of budget
- Manage & Coordinate Diary/ Meetings / Travel
- Web design, Uploading lessons to website.

## **Assistant Production Accountant July 08 – Aug 10**

**The Killer Elite (Mascot Pictures) - Assistant to Steve Cronick**

- Management of Accounts Payable
- Management of FCT and HR contracts.
- Control and management of petty cash, per diems, expenses and floats

## **BBC Sport**

- Creation of 2010 budget for Sports News Cost Centres (£3m)
- Management Accounts (Forecasting, Actuals) of all Sport News Cost Centres (£3m)
- Cost and headcount analysis.
- Cost reporting to Head of Sports News, Editor of Sports News and the Finance Partner of Sport
- Staff Recoveries and journaling charges

- Assisting both Production Accountants on Sport portfolio (e.g. World Cup 2010, F1, Winter Olympics, Wimbledon)
- Project management including forecasting & budgeting using ECAT (macro driven spreadsheet)(£1m)
- My business Training and support to PCs' & TAs'
- Management of Accounts Payable

### **Psychoville (BBC)**

Assisting the PA, PM and PC

- Management of Accounts Payable
- Management of FCT and HR contracts.
- Reconciliation of HoD budget reports to actualities on SAP
- Control and management of petty cash, expenses and floats

**Personal Project Feb 08 – May 08:** Collecting video footage in Senegal and Cape Verde.

### **BBC PA / Team Assistant May 07 – Feb 08**

- Assisted all personnel within Programme Finance
- Managed the design and creation of Resource database
- Managed and coordinated all IT hardware / software / course requirements
- Organised the diaries, meetings, transport and hotels of all key personnel
- **Eastenders/Casualty/Larkrise to Candleford** Accounts (holiday cover/work experience)

### **BBC Runner & Other**

- **PLACEMENT – International Filming Advice** Researcher for filming abroad
- **Later ... with Jools Series 36** Runner
- **Great American Songbook** Runner
- **BBC Psychoville II** Supporting Artist
- **Sport Relief 2010** Runner
- **London Marathon 2009 & 2010** Spotter
- **Your Game Outreach Scheme 2009 (Glasgow)** Location set up, team registration
- **Wimbledon** Trailed OB truck
- **Final Score & Football Focus** Trailed VT / gallery
- **Radio 3** Trailed live recordings

### **Various temporary roles Jan 07- May 07 including:**

#### **BBC I & A: Senior Media Assistant:**

- Sourced information from the BBC archives as per clients' urgent requests

#### **Television News Release: Office Administrator**

- Assisted small PR / Journalism team in production of news releases

#### **MySpace UK: HR Administrator**

- Managed database sourcing applicants information for all European offices
- Communicated with unsuccessful applicants

#### **Ben Sherman: Showroom Manager**

- Managed and maintained five showrooms to high standard

**Personal Project Oct06-Jan07:** Collecting video footage in Sumatra

### **Further Education**

HND Applied Biology (Nottingham Trent)

ND Photography (South Nottingham College)

### **A levels**

Photography A Maths D

### **GCSE**

5 A's 4 B's

### **References:**

Available on request