

GEMMA BURKINSHAW

ASSISTANT PRODUCTION ACCOUNTANT

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I am an enthusiastic, loyal and hardworking individual. Since completing my degree, I have focused on developing my experience within accounting roles. I am AAT qualified and an ACCA finalist. I completed training through the Creative Skillset Film Trainee scheme which prepared me for a move into the industry.

PROFESSIONAL

June 2018 (1 week)

Creative Skillset Accounts Trainee Finder Induction

Course Leader: Lucy Drake

September 2014 – Date

ACCA Finalist

Sheffield Hallam University/ Kaplan Distance Learning

F4, F5, F6, F7, F8, F9, P1, P3

December 2011- September 2013

AAT

Kaplan Financial - Level 2, 3 and 4

EDUCATION

2007- 2010

Sheffield Hallam University

BSC (HON) Events Management with Arts & Entertainment 2:2

2005-2007

Silverdale School Sixth Form (Sheffield)

4 A Levels (B-D)

2000-2005

Silverdale School (Sheffield)

10 GCSE's- 2 A's, 5 B's, 3 C's (including A in Math's and B in English Language & Literature)

EMPLOYMENT

August 2018 – December 2019: No Time To Die (B25 Ltd), Accounts Assistant - Payroll

Financial Controller: Andrew Noakes

Production Accountant: John Udall

- Running a weekly payroll through Sargent Disc for 140 crew (SFX, Art, Drivers and Euro stunts)
- Calculating overtime/6th/7th days etc per Bectu agreement
- Preparing the payroll journal each week and inputting to PSL
- Inputting payroll invoices to PSL
- Running cheques for the weekly payroll

June 2018 – July 2018: The One and Only Ivan (Exit 8 Productions Ltd), Creative Skillset Accounts Trainee

Financial Controller – Craig Barwick

Production Accountant – Daniel Budd

- Filing/ office duties
- Shadowing payroll/ AP/ credit card/ petty cash
- Checking invoices entered onto Global vista for inputting errors
- Meetings with other departments to gain wider industry knowledge (Art, VFX, Editing, Assets)
- Auditing payroll files and updating payroll bible

August 2015 – June 2018: Brown McLeod Limited, Senior Accountant

- Looking after a portfolio of 50+ clients (mostly based in the entertainments industry) with responsibility for managing daily/ monthly/ annual tasks as required.
- Duties include:

- Day to day bookkeeping
- VAT returns
- Cashflows
- Preparation of both year-end accounts and interim management accounts
- Corporation Tax computation
- Preparation of Tour accounts
- Completion of forms on clients behalf (e.g. W8-BEN, business surveys, supplier request forms etc)
- Prioritising a demanding workload to manage both statutory and internal deadlines.
- Training and supervision of junior staff member

May 2011- May 2017: Faireys Bathroom Centre Limited, Bookkeeper/ Finance Manager

- Posting purchase invoices and sales receipts to Sage
- Reconciling supplier statements and paying suppliers
- Bank reconciliation
- Calculating and submitting quarterly VAT returns
- Negotiating payment plans for larger overdue amounts
- Management and allocation of cash flow
- Working through a backlog of accounts from August 2010 and updating all aspects on Sage
- Preparing regular aged creditors report and keeping the Director apprised of the financial situation

April 2014 – July 2015: Hebblethwaites Chartered Accountants, Semi-Senior

March 19th 2012 – March 2014: Duncan Noice Chartered Accountants, Business Services Senior

October 2011 – March 2012: CPL Distribution, Interim Purchase Ledger Clerk

November 2010- May 2011: Virgin Media, Interim Customer Service Advisor

April 2005- November 2010: Colourcraft Colours and Adhesives Limited

July 2007- November 2008: Waitrose, Sheffield

April 2006- April 2007: TDA Test Centre, Silverdale School, Sheffield

July 2004: Crucible/ Lyceum Theatres, Sheffield (Work Experience)

PERSONAL INFORMATION

- In my own time I have attended drama workshops and Constance Grants School of Dance where I did classes in Ballet, Tap, Theatre Craft and Modern Dance and took examinations to measure my progress. I participated in numerous dancing shows at the City Hall and two professional pantomimes at the Lyceum Theatre.
- I used to be a member of a performance squad at Graves Tennis Centre and also participated regularly in ratings events at South Leeds tennis centre. I am still a member at Graves, and represent the club in the ladies and mixed doubles teams.

KEY SKILLS

- Computer Literate- Word, Excel, PowerPoint, certified Microsoft office specialist
- Account Packages: PSL, Sage Instant Accounts, Sage line 50, DTX, Perito, VT, Iris openbooks, Xero Moneysoft (payroll), SAPA, STAR (payroll), IRIS (accounts).
- Excellent written and verbal skills
- Full driving license

REFEREES

References available upon request.