

Charlotte Evans
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Personal Profile

Experienced Assistant Accountant with strong numerical, IT, organisational skills and a passion for Media. AAT qualified, 1 exam off part qualified ACCA and looking to further expand financial knowledge. Approaches problems logically and has experience of working to tight time frames. Team player and a quick learner.

Skills & Achievements

- Highly proficient in Excel & PowerPoint
- Experience using Sage, Iris, SAP, MoneyPenny & Octopus PMI
- Studying ACCA
- Attended BBC VAT Course 2019
- Attended BBC Production Accountants Training Course 2019
- Full driving licence

Previous Employment

Goldies Oldies – Viacom – 1st Assistant Accountant

December 2019 – Current

Crew payroll, petty cash, credit cards

Worst Witch 4 – BBC Children’s Productions Ltd – Accounts Assistant

March 2019 – November 2019

Petty cash and accounts payable management

The Feed – Studio Lambert – Assistant Accountant

October 2018 – January 2019

Accounts payable management

Various - Brown Bag Films UK – Production Accountant

January 2018 – October 2018

- Nella the Princess Knight S2
- Powerbirds

Cost reporting, petty cash and accounts payable management

Various – BBC Sport – Assistant Production Accountant

August 2017 – January 2018

Accounts payable, credit card management and foreign exchange

BBC – Assistant Project Accountant**June 2015 – August 2017**

- Projects include the BBC Wales Cardiff building, Aurora & Nations Payout
- Raise and Goods Receipt Note Purchase Orders
- Run monthly Actual reports & assist in preparing forecasts
- Create monthly PowerPoint presentations
- Setting up & maintaining projects using Excel & SAP
- Complete capitalisation forms for assets
- Budget Transfers & rollovers
- Cost Recoveries
- Posting Journals

BBC – Assistant Programme Accountant**May 2013 – June 2015**

- Project Closures
- Attaching budgets to projects and other project maintenance work
- Cost Reporting Analysis
- Preparing 3 year budgets for News Group
- Participate in the Month End process for Newsgroup (inputting Actuals and Forecast figures)
- Assist other team members where possible e.g. inputting External Income into BPC for Factual on a monthly basis, posting journals
- Use SAP, BPC and Excel on a daily basis
- Answer any queries and help solve any problems with projects

Lyn Griffiths Chartered Accountants – Accounts Assistant**October 2012 – May 2013****Education**

Studying towards the ACCA qualification

AAT Level 3&4 Diplomas

SAGE Computerised Accounts Level 1

Key Skills Level 3: Improving Own Learning, Problem Solving, Application of Number

A Level: Accountancy (B), Maths (C), French (D)

GCSE: 10 full course, 3 short course (A - D)*

References

William.marwood@gmail.com

Lucy.harrison90@icloud.com

Suzanne.pim@bbc.co.uk

