

# SAMANTHA BARKER

## ASSISTANT PRODUCTION ACCOUNTANT

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### SUMMARY

Strong member of an accounts team; well versed on **crew and cast payroll, accounts payable, supporting artists (chits) and expenses**. I am a quick learner who can pick up on new skills easily, especially when it comes to new software. I am extremely effective in excel and have comprehensive knowledge of formulas, using it primarily for **budgeting and forecasting**.

### KEY SKILLS

- Accounts softwares well versed in: PMI, Sage Payroll Online, Just Produce, Equals, PLEO, DPO, EzyPO.
- Competent in both crew and cast payroll, and supporting production with cast drop days for those on 75% contracts.
- Managing a cost manager; tagging and coding spends, reassigning costs, generating and delivering reports to PA/LP on possible overage and savings, creating insurance cost outlines with supporting evidence.
- Accounts payable, supporting artists (chits) - meticulous project manager to deliver payment runs in a timely fashion and well adversed in reconciling expenses. Comfortable with conversing with crew to ensure they're submitted accurately and in a timely manner.
- Excellent interpersonal and communication skills with both internal teams and external stakeholders (agents and suppliers). Confident and experienced in leading and motivating teams to achieve shared goals.

### FREELANCE HISTORY

May 2025 - present	<b>Assistant Production Accountant - <i>Girl Troop vs Aliens</i>, Lime Pictures - BBC Childrens</b> Production Accountant: Keeley Mullings, Production Executive: Colette Chard
August 2024 - April 2025	<b>2nd Assistant Accountant - <i>Waterloo Road S12</i>, Warner Brothers - BBC</b> Production Executive: Ros Taylor, Line Producer: Sam Ferguson
September 2023 - August 2024	<b>Payroll Accountant - <i>Waterloo Road S12</i>, Warner Brothers - BBC</b> Production Executive: Ros Taylor, Line Producer: Michelle Brown, Sam Ferguson
April 2023 - September 2023	<b>Payroll Accountant - <i>So Awkward S8 (TX So Awkward Academy)</i>, Channel X - BBC Childrens</b> Financial Controller: Lee Inman, Line Producer: Richard Everiss
October 2022 - April 2023	<b>Accounts Assistant - <i>Waterloo Road S11</i>, Warner Brothers - BBC</b> Production Accountant: Laura Craig, Line Producer: Richard Everiss
August 2022 - October 2022	<b>Payroll Assistant - <i>Waterloo Road S11</i>, Warner Brothers - BBC</b> Production Accountant: Laura Craig, Line Producer: Richard Everiss
January 2022 - August 2022	<b>Production Assistant - <i>Waterloo Road S11</i>, Warner Brothers - BBC</b> Production Managers: Laura Trigg & Louise Lyons, Production Co-ordinator: Liv Taylor
June 2021 - November 2021	<b>Production Runner - <i>The Confessions of Frannie Langton</i>, Drama Republic - ITV</b> Production Manager: Jenny Simmonds, Production Co-ordinator: Charlotte Manifold
January 2021 - June 2021	<b>Production Runner - <i>The Responder</i>, Dancing Ledge Productions - BBC</b> Production Manager: Jenny Simmonds, Production Co-ordinator: Charlotte Manifold

### OTHER RELEVANT EXPERIENCE

**Events Assistant** - Edge Hill University - June 2017 - March 2020

**Social Media Manager** - Edge Hill University - June 2020 - August 2020

**Assistant Accounts Manager** - Location One - November 2020 - January 2021

### REFERENCES AVAILABLE ON REQUEST

In line with GDPR regulations, I confirm that you can keep my CV on file for any future employment opportunities.