

Amber Gamlin

Bristol & surrounding areas or remote working
M: 07505 124 125 E: ambergamlin@outlook.com
Assistant Production Accountant – HETV & Film

INDUSTRY EXPERIENCE

Mammoth Screen (WF) Ltd (“The Witch Farm”) 1st Assistant Accountant	Production Accountant: Amanda Fox Line Producer: Rhys Perkins	03/2026- 03/2026
<ul style="list-style-type: none">• Cast, stunts & crowd payrolls • Accounts Payable including SAs • Banking & Bank reconciliation • Supervise crew payrolls and cashier • reconcile Art Department budget to actual spend Eclipse, DPF, Equals Money, Adobe Acrobat, Excel, Box, Team Engine, TPH		
Buccaneer (Crow Girl 2) Ltd (“The Crow Girl S2”) Assistant Accountant (AP, cashier & payroll)	Production Accountant: Martin Ainscough Line Producer: Deborah Coombes	10/2025- 03/2026
<ul style="list-style-type: none">• Accounts Payable: manage inbox, check invoices for accuracy, match to PO & resolve queries • enter & send invoices for approval • EFT runs • check vendor statements • query open POs with vendors/crew • process Equals Cards & petty cash claims • process dailies payroll against approved timesheets • Supervise trainee Eclipse, DPF, Equals Money, Adobe Acrobat, Excel, Dropbox, Team Engine, TPH		
Mammoth Screen (FS) Ltd (“The Forsytes S2”) Assistant Accountant (AP, cashier & payroll)	Production Accountant: Amanda Fox Line Producer: Rhys Perkins	04/2025- 09/2025
<ul style="list-style-type: none">• Accounts Payable, Equals Cards & petty cash claims • process crew payroll against approved timesheets Eclipse, DPF, Equals Money, Adobe Acrobat, Excel, Box, Team Engine		
60FortyFilms Ltd (“Larkin”) AP Accountant	Financial Controller: Julian Murray Production Accountant: James Broom	04/2024- 04/2025
<ul style="list-style-type: none">• enter/file POs, maintain PO tracking sheets • check invoices for accuracy, match to PO, resolve queries • prepare & send invoices for signing • enter invoices into PSL ready for payment • arrange foreign currency & urgent payments • EFT runs • create dummy POs for non-PO'd costs • check vendor statements • answer queries from vendors/crew PSL+, DPO, Adobe Acrobat, Docusign, Excel, Box		
STDA Productions Ltd (“Blitz”) 2ND Assistant Accountant – AP	Financial Controller: Andrew Hill Production Accountant: Rajashree Patel	10/2022- 04/2024
Accounts Payable using PSL+, DPO, APM, Adobe Acrobat, Adobe Sign, Cut! Expenses, Excel, Box		
Shoe Bucket Ltd (“You S4”) 2ND Assistant Accountant – AP	Financial Controller: Andrew Hill Production Accountant: Rajashree Patel	03/2022- 10/2022
Accounts Payable using PSL+, DPO, APM, Adobe Acrobat, Adobe Sign, Excel, Box		
Shoe Bucket Ltd (“Pennyworth S3”) 2ND Assistant Accountant – AP	Financial Controller: Andrew Hill Production Accountant: Rajashree Patel	06/2021- 03/2022
Accounts Payable using PSL+, DPO, APM, Adobe Acrobat, Adobe Sign, Excel, Box		
Harper Films Ltd (“Men”) Accounts Trainee	Financial Controller: Maxine Stanley 1 st Assistant Accountant: Matt Longley	03/2021- 06/2021
Accounts Payable working with: Eclipse, DPO, APM, Adobe Acrobat		

PREVIOUS ACCOUNTING EXPERIENCE

INTERACTION LEARNING AND DEVELOPMENT - Finance & Admin Manager 2007 to 2021

• Sales & purchase ledgers • Payroll spreadsheets and journals • Month/year end and quarterly VAT returns • Bank reconciliations • Expenses/PC • Budgeting, forecasting & monthly management reporting • Company secretarial
Transferable skills: numeracy, workload prioritisation, verbal & written communication, listening, teamwork

BRISTOL CHORAL SOCIETY - Trustee Treasurer (voluntary) 2018 to 2022

• Bookkeeping, budgeting, Gift aid and Charities Commission reporting
Transferable skills: numeracy, communication, problem solving and budgeting

TRAINING

ACCOUNTS INDUSTRY TRANSFER PROGRAMME November to December 2020

ScreenSkills and thecallsheet.co.uk

12 session training programme for experienced accounts professionals to transfer into a TV career. Sessions included Structure of Accounts Department • Petty Cash • PO/Invoices • Payroll: Cast (Equity) & Crew (Bectu Agreement) • PSL – had access to PSL • Introduction to Movie Magic • UK Tax Credit • Cost Control/Overages • Cost Reporting *Lead Trainer: Neil Cairns (10 sessions over 5 weeks)*

Sessions included

AAT – ONGOING SELF-STUDY

Professional Diploma in Accounting, results to date:

- Management Accounting: Budgeting : 91%
- Management Accounting: Decision and Control: 85%

PERSONAL ATTRIBUTES

Curious - love to expand my knowledge and most excited when having to quickly learn new things

Hard working - tenacity to see a job through and get things done

Workload planning - able to prioritise tasks to ensure the right things are done at the right time

Eye for detail - reputation for attention to detail

SKILLS & SOFTWARE

- Experience using PSL+, Eclipse, DPO, DPF, Team Engine, APM, Cut! Expenses, Adobe Acrobat, Sage Line 50/Sage Accounting/Liberty Accounts/Zoho Books, MS Excel & Word, Adobe Acrobat Pro and Adobe Sign
- Bookkeeping (purchase/sales ledgers, cards/expenses/petty cash, invoicing, VAT, banking, payroll spreadsheets & journals)
- Budget setting, monitoring & reporting
- Project coordination
- Process development

PREVIOUS EMPLOYMENT

The Climbing Academy Ltd – BOOKKEEPER	2008 – 2009 & 2011 to 2012
Interaction Learning and Development Ltd – OFFICE MANAGER	2001 - 2007
Clerical Medical International – PA to CEO	1998 to 2001
Interaction Development & Learning Consultancy Ltd – ADMINISTRATOR	1996 to 1998
Clerical Medical – SECRETARY	1995 to 1996

EDUCATION & TRAINING

2015 – AAT Advanced Diploma in Accounting (Level 3)

2004 – IAM Diploma in Administrative Management

1995 – Royal Holloway, University of London BMus (Bachelor of Music) (2:1)

REFEREES ON REQUEST

GDPR Statement: This CV may be kept on file and distributed for employment purposes.