

Robin Slater | Production Accounts

Location: **Bristol**

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Professional Profile

A results driven media professional with over twenty years experience across the TV industry. With a background in transmission, live events, post production and outside broadcast experience. Having moved over to production accounting, I am keen to explore more efficient paperless ways of working. With a proven ability to adapt and learn new technologies and processes, I am eager to continue delivering calm and conscientious commitment to productions.

Core Skills

- Cash handling
- P-card processing
- Expenses processing
- AP processing
- Invoicing
- Electronic Approvals
- Reconciliation
- Electronic filing
- Communication

Additional Information

IT Skills Microsoft office, Moneypenny, Quickbooks, Eclipse, DPO, Docusign, AdobeSign
Drivers license Full clean UK license including C1 & D1

Career Summary

May 2023 - Nov 2023

Assistant Accountant AP
A Good Girl's Guide To Murder - Moonage Pictures

- Invoice processing and approvals Electronic filing and general accounts admin
- Purchase order and invoice matching, chasing these with suppliers/crew and processing
- Processing same day wire payments, BACS payments and bank reconciliation
- Processing P-cards, petty cash and expenses claims and payments
- Using Moneypenny, Xodosign, Centtrip payment cards

Sep 2022 - May2023

Assistant Accountant AP
Alex Rider Series 3 - Sony Pictures/Eleventh Hour Films

- Invoice processing and approvals Electronic filing and general accounts admin
- Purchase order and invoice matching, chasing these with suppliers/crew and processing
- Processing same day wire payments, BACS payments and bank reconciliation
- Processing petty cash and expenses claims and payments
- Using Moneypenny, Docusign

Feb 2022 - Aug 2022

2nd Assistant Accountant
Love Series 4 - Warner Brothers

- Invoice processing and approvals Electronic filing and general accounts admin
- Purchase orders and invoice matching, chasing these with suppliers/crew and processing
- Processing wire payments and bank entry
- Using PSL, DPO, AdobeSign,

Jan 2022 - Feb 2022

**Cashier
Gangs of London Series 2 - Pulse Films**

- Administration of Equals payment cards, processing, approvals and reconciliation
- Expenses processing and approvals
- Electronic filing and general accounts admin
- Using Money Penny, Adobe Sign, Equals Payment cards

Dec 2020 - Oct 2021

**Accounts Assistant/Cashier
Alex Rider Series 2 - Sony Pictures/Eleventh Hour Films**

- Administration of Equals payment cards, processing, approvals and reconciliation
- Expenses processing and approvals
- Electronic filing and general accounts admin
- Purchase orders and invoice matching, chasing these with suppliers/crew and processing
- Assisting payroll accountant with dailies timesheet approval
- Using Money Penny, DocuSign, Equals Payment cards

Nov 2020 - Dec 2020

**Accounts Industry Transfer Programme –
ScreenSkills and thecallsheet.co.uk**

12 session training programme for experienced TV/film professionals to transfer to production accounting
Lead Trainer: Neil Cairns (10 sessions over 5 weeks)

May 2015 - Nov 2020

**Managing Director/Owner
The Pickled Brisket, Bristol**

Outline

Running an event catering company. Providing food at festivals and for private events. Encompassing all aspects of running the business as well as hands on work producing food and customer care.

Sept 2013 - April 2015

**Post Production Producer
Evolutions Television, Bristol**

Outline

Managing post production for clients producing television, film and commercials within a broadcast facility, encompassing sales, client management, bookings and deliverables. Reporting to the Head of Post Production.

April 2012 - Sept 2013

**Post Production Producer
Films at 59, Bristol**

Managing post production for clients producing television, film and commercials within broadcast facility, encompassing sales, client management, bookings and deliverables. Reporting to the Managing Director.

May 2007 - April 2012

**Vision Scheduler
Films at 59, Bristol**

Scheduling staff, edit suites and equipment to fulfil post production objectives and working with Project Managers to adjust scheduling to adapt to client requirements. Reporting to Operations Manager

Oct 2003 - May 2007

**Broadcast Operations Supervisor
Discovery Networks Europe, Chiswick**

Working for an international broadcaster for the Europe, Middle East and Africa region. Responsible for managing third party suppliers of broadcast technology and services. Coordination of live programmes for both Discovery Europe/UK and Discovery Communications (US).

References available on request

This CV may be kept on file and distributed for employment purposes