

Mwika Malipilo Carr Saunders
1st Assistant Accountant
Chippenham Wiltshire
Mobile: 07747 366 312 Email: mmmalipilo@hotmail.com

I am a CIMA (Chartered Institute of Management Accountants) part qualified Accountant. Clean full UK driving licence for over 20 years. I am proficient in Microsoft software, Sage Line50 and Xero Accounting including PMI and Money Penny (Film Production Accounting Software). I attended a ScreenSkills course on AITP2(Accounts Industry Transfer Programme 2022) and further attended PAYE, SCH D and Cast Payroll training with Production Guild in February 2023 to enhance my Film industry experience.

TV Film Experience

Truelove - Recall TV Ltd (Clerkenwell Films) - 1st Assistant Accountant - (Feb2023 -Aug2023)
Production Accountant – Wayne Noir

- Processing Accounts Payable and Reconciling supplier statements
- Processing PAYE & Sch D payroll and Cast payroll
- Assisting in reconciliations of Equals cards and bank accounts
- Assisting in cost reporting analysis

All The Right Moves - Studio Lambert Ltd - Production Assistant Accountant - (May2022 -July2022)
Head of Finance – Barry Lee

- Preparation of Accounts Payable Invoices Reconciliation of Equals Cards and Bank Accounts
- Assisting the Production Accountant with Supplier Payments

Agatha Raisin Series 4 - Company Pictures Ltd -Production Assistant Accountant - (May2021-Dec2021) – Head of Finance – Babita Tailor

- Preparation of PAYE Payroll data and Reconciliation of Equals Cards and Bank Accounts
- Preparation of Accounts Payable Invoices and payment of supplier invoices.
- Assisting the Head of Finance with Cost Reports, VAT, PAYE and Pension Control Accounts reconciliation

Other Accounts Experience

London VIP Chauffeur Group Ltd - Accounts Manager - (April2013-April2021)

- Preparation of Management Accounts and other financial operations such as expenses/Cash flow
- Preparation of VAT reports Management of Debtors
- Payment of PAYE and managing Payroll matter

Accountancy In Europe - Assistance Accountant - (Jan2013-Dec2013)

- Preparation of various Clients' Management Accounts
- Sales/Purchase Ledger including Debtors' Credit Control

Leighton Goldhill Property Management Ltd Accounts Assistance - (Nov2009 -De2012)

- Preparation of Clients Service Charges and Service Charges Management Accounts.
- Collecting or Refunding Clients Balancing Payment on Yearly Service Charge Accounts.
- Preparation of Clients VAT Returns

I give permission for my CV to be kept on file and shared for employment purposes.