

LISA PURVES

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WORK HISTORY

Studio Silverback Bristol

Financial Controller: Beverly Booth 07583420848

Asst Prod Accountant 07/2023-12/2023

- Checking & posting invoices on PMI
- Weekly UK & non-UK payment runs
- Weekly bank reconciliations
- Entering any intercompany recharge invoices
- Checking supplier statements against accounts
- Checking bank accounts daily for any income – then posting payment received on PMI
- Assist with month end closing. Checking trial balance for errors, making sure all POs, invoices and petty cash entries are posted
- Downloading cost reports and trial balances once period is closed
- Checking petty cash forms against card statement and receipts & posting in PMI

BIG TALK OFFENDERS LTD (Outlaws Season 3) (Unscripted) Bristol

Production Accountant: Chrissy Murray cma2009@msn.com

Asst Prod Accountant 05/2023-07/2023

- Run weekly crew payroll for PAYE, Sched D & Ltd companies
- Run weekly dailies payroll – checking the call sheet and contracts for any dailies that may have been missed
- Entering and posting the crew payroll journals onto Eclipse
- Assist crew with any payroll queries
- Assist with the Cast and Stunts journal when needed
- Keep track of the crew's computer allowance and holiday pay
- Regular balance sheet reconciliations

WILDSpace PRODUCTIONS (Our Oceans) (Unscripted) Bristol

Production Accountant: Ryan Derrick 07909543613

Asst Prod Accountant 09/2021-05/2023

- Bank reconciliation
- Checking & posting invoices/equals on MP
- Checking/running actual reports for production & updating FCR tab
- Dealing with queries/movements from production as per actual reports
- Checking payment runs before being entered onto the bank
- Urgent & foreign payments
- Raising staffing POs & splitting out student loan/PAYE
- Working with the Production Exec to reconstruct the Cost Manager
- Reconciling p-cards against Moneypenny accounts and Equals
- Checking crew payroll then sending payroll sheet to Moneypenny Payroll

MVB FILMS LTD (Man vs Bee) (Scripted) Hemel Hempstead, Herts

Production Accountant: Neil Jones 07710491807

Accounts Clerk 04/2021-08/2021

- Matching & inputting PO's and invoices into Eclipse
- Keeping track of fuel costs using reports from Eclipse and excel spreadsheets
- Collating invoices/payslips relevant to insurance claims

PICTURE PROPERTIES LTD (Princess Switch 3) (Scripted) Livingston, W Lothian

Production Accountant: Gemma Kent 07798813877

Accounts Clerk 12/2020-04/2021

Second placement as part of the Netflix training scheme.

- Matching & inputting PO's and invoices into PSL, dealing with queries
- Dailies payroll

SKILLS

MS Office (Advanced Excel, Access)

Moneypenny

PMI

Eclipse

PSL

SAP

Global Vista

Organised

Attention to detail

Coronavirus basic awareness training

EDUCATION

AAT Foundation Certificate: Accounting

Distinction

NVQ Level 2: Business Administration

Achieved through an apprenticeship.

A-Levels

Information Systems - C

Music - C

Biology - D

Intermediate 2 (GCSE)

English - C

Maths - A

Biology - B

Information Systems - A

FORTRESS PRODUCTIONS LTD (A Castle for Christmas) (Scripted) Livingston, W
Lothian

Production Accountant: Maxine Stanley 07811869838

Accounts Trainee 09/2020 – 12/2020

First placement as part of the Netflix training scheme.

- SA payroll
- Dealing with petty cash and p-card claim forms, checking receipts & inputting into Eclipse
- Keeping track of p-card PO's
- Reconciling floats and p-cards against Eclipse and the Equals account

Netflix UK Watford, HRT

Assistant Production Accountant Trainee | 03/2020 - 2022

I started in class training on the topics below on March 9th but after 2 weeks training was done remotely due to COVID-19. I have received training on the following:

MydaEs, Eclipse, Global Vista, Expenses, Crew and cast payroll, Bookkeeping, Accounts Payable, General overview of production process: from Development to Distribution, Different roles within crew

Atalian Servest Loanhead, MLN

Purchase Ledger Assistant | 12/2019 - 02/2020

- Processing purchase orders and invoices
- Reconciling statements
- Dealing with supplier queries

Greiner Bio One Stonehouse, GLS

Administration Assistant | 10/2017 - 11/2019

- Managing petty cash
- Credit control
- Reconciling accounts