

# Andrew Harvey

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I'm a new entrant hoping to progress into the role of Locations Trainee and develop my career in the Locations Department. I am highly organised and work well in a busy environment, and prefer roles which involve flexibility in duties and working environments. I have a proven track record of organising my time, prioritising tasks, and practical problem solving which I would be keen to utilise within a production environment.

## Employment

**Conference and Finance Administrator** (part-time) 06/08 – current - *Jnl. of Vocational Ed and Training*

- Administer journal international conference
- Budgeting and processing of all financial transactions
- Preparation and submission of journal accounts for annual audit.

**Finance Manager** – Jan 20 to Jul 21 - *Mathewson and Rosemond Ltd*

- Cash flow overview / Customer relations / Audit preparation / Strategic management review

**Finance and Resource Manager** – Oct-04 to Jan-20 - *Sch. of Ed. & Prof. Dev. (SEPD) - Uni. of Huddersfield*

- Management and reporting of a complex £7m teaching and learning budget.
- Responsible for all events held within the school - conferences, recruitment days, award ceremonies.
- Management of all resource pay and non-pay e.g. equipment, maintenance, staff recruitment
- Assessing contract compliance
- Fire Warden / Health and Safety Assistant

**Connexions Project Administrator** - Jul 01 to Sep 04 - *SEPD - Uni. of Huddersfield*

- Responsible for the administration and finance for a cross-school project.
- Main point of contact for students, staff and approved agents. - problem solving
- Budget set up and purchase / sales processing and reconciliation.
- Teaching venue location and booking, arranging catering, travel and accommodation.

**School Quality Assessment Audit (QAA) Administrator** – Feb 00 to Jul 01 - *SEPD - Uni. of Huddersfield*

Collecting, interpreting and filing information for external quality audit. Collaborating with departments and external organisations for clarification of information

**Cinema Duty Manager** – Jun 97 to Jan 00 - *Cine UK Ltd (Cineworld)*

Day to day site operational management including, opening and closing the site; public relations

## Education

- Diploma for Account Techs. Level 4 - AAT 2010
- BA Honors in Marketing - University of Huddersfield 1996
- HND in Bus & Fin - Travel Man. - New College Durham 1992

## ScreenSkills Training

- Transfer to Production Accounts for the Screen Industry 2024
- Script to Screen 2024
- Screen Skills Training Passport 2025

## Hobbies and Interest

- Cinema - including the history of productions
- Member of the South Yorkshire Filmmaker Network
- Theatre – volunteered in costume and props dept for community theatre group

**References available on request**