

zoe walton

Accounts Assistant

sheffield • zoeswalton@hotmail.com • 07866 803 107 • full driving licence

Personal Statement

A conscientious and professional individual with over 20 years extensive experience in financial and project management. A highly organised and efficient person whose thorough and precise approach to projects has yielded excellent results. Looking for new opportunities in High End TV and Feature Films. Available as part of the ScreenSkills Accounts Industry Transfer Programme including a placement fee of up to £6k for productions.

Employment History

Accounts Assistant - 'Reunion' Northern Reunion Limited / Warp Films / BBC

(April 2024 – Present)

- Producer – Helen Ostler
- Director – Luke Snellin
- Production Accountant – Mark Edwards

Training

Member of Accounts Industry Transfer Programme – AITP 2024 ScreenSkills and thecallsheet.co.uk

(March 2024 – April 2024)

10-day training course led by Neil Cairns and thecallsheet, covering cast & crew payroll, Equity/Bectu Agreements, Petty Cash/P-Cards, Purchase Orders, Invoices and the UK Tax Incentive. Including training on Eclipse and DPF. Additional sessions included training about the industry, interview techniques, Q&A's with crew and alternative industry software run throughs.

Previous Employment History

Finance Manager, Community Made Solutions

(Oct 2005 – May 2024)

Achievements and responsibilities:

- Project implementation and coordination
- Financial reporting to funders
- Contract compliance
- Budget management and payments
- Financial and output targets management
- Managing financial grant submissions
- External audits.
- Office Management

A specialist consultancy in community development and social enterprise support. Initially employed as a Project Officer and later as a Project and Finance Officer, I was then promoted to Finance Manager in 2014 and joined the Board of Directors in 2017. During this time, I have been involved with many large-scale projects, co-managing contracts from the European Regional Development Fund, EuropeAid, the Foreign and Commonwealth Office and The National Lottery Community Fund to name a few. I have provided a summary of some of these projects below as examples:

Social Enterprise Exchange 2 (SEE2) - £2.1m (July 2019 - June 2023)

(European Regional Development Fund and The National Lottery Community Fund)

This project provided support for social enterprises in the Sheffield City Region delivered by a community-based consortium in collaboration with the Sheffield City Region Growth Hub.

Social Enterprise Exchange 1 (SEE) - £1.9m (July 2016 - July 2019)

(European Regional Development Fund)

Predecessor of SEE2

Aswatona (Our Voices) (AFMD) - £1.5m (Jan 2015 - Dec 2017)

(EuropeAid)

This was a regional initiative to support community media in the Middle East and North Africa providing advocacy, networking, technical support and grants. It was managed in partnership with local NGO partners in Jordan, Tunisia, Morocco, Egypt and Palestine.

Company Manager, Open Performance Centre

(Oct 2002 – Sept 2005)

Achievements and responsibilities:

- Company management
- Project tour management
- Funding compliance
- Marketing
- Strategic planning
- Legal and financial management

Charitable arts organisation with a focus on community and professional arts performance, training and events.

Education

Nottingham Trent University

(Sept 1993– June 1996)

BA Hons: Fine Art – 2:1

Doncaster College

(Sept 1992 – June 1993)

BTEC National Diploma – Foundation Studies in Art and Design

GDPR

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

References

References are available upon request.