

## **Katharine Galbraith**

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## **CAREER HISTORY**

A Production Accountant with experience in accounts payable, crew payroll, journal entry, bank reconciliation, variance report and cost report analysis, cashflow projection, with use of the following software: Moneypenny, Xero, Equals, Cast and Crew.

### **Freeborne LLP, Bristol, January 25 ongoing (2 days per week)**

Setting up company, including setting up accounts within Xero, VAT registration, Bank accounts and payroll. Migrating data from old company to new company. Managing budgets, variance analysis, cash flow analysis. Monthly payroll and Partners Drawings. Bank Reconciliations. Accounts payable and equals cards management. Supporting ongoing productions. Software used: Xero and Equals

#### **Company Accountant**

### **Wildspace Productions, Bristol, January 22 to April 25**

“Wild Waters, Living with Leopards, and Our Oceans”

Cost reporting analysis. VAT returns. EP Payroll system. Bank Reconciliation. Audit Management. Tax credit analysis. Petty Cash reconciliation. Accounts Payable. Software used; Moneypenny, Cast and Crew, Equals.

#### **Production Accountant and 1<sup>st</sup> Assistant Production Accountant**

### **Paragon Land March 2014 – December 2021**

Assist Director in searching for Land opportunities for residential development. Bank reconciliation. Flat rate VAT returns. Preparation of accounts for year end. HMRC Payroll software.

#### **Company Secretary**

**Career break to bring up children.**

### **BBC Worldwide, London: June 2001 – March 2004**

Managing 18 staff to ensure all contractual deadlines for royalty reporting were met where royalty payments to 80,000 contributors exceeded £20 million each year. Managing the completion of the final 4 phases of the implementation of a £3 million new Royalty system. Liaising with Legal and Business Affairs teams on contractual improvements. Liaising with Finance Departments to provide accruals. Managing Audits. Restructuring the royalty team as result of changes arising from the implementation of the new royalty System.

Budgetary control of the Department and advising on recharges to business areas.  
Software used: Bespoke royalty system.

### **Royalty Controller**

#### **BBC Worldwide, London: January 2001 – June 2001**

Assist the Royalty Controller in day to day management of the royalty team. Supervision and motivation of a team of 15. Responsible for ensuring reporting of both Publishing royalty payments and profit share payments to Independent Television Producers. Recruiting new staff and appraising existing staff.

### **Assistant Royalty Controller**

#### **BBC Worldwide, London: September 1998 – January 2001**

Reporting directly to the Royalty controller responsible for supervising 5 members of staff. Ensuring timely reporting to all Music, Video, Audio, Book and Multimedia contributors.

### **Publishing Royalty Supervisor**

#### **BBC Worldwide, London: September 1997 – September 1998**

### **Video and Books Royalty Assistant**

Ensuring the timely production of royalty statements to video and book contributors. Answering contributor queries relating to royalty statements. Provision of financial data to internal sources.

#### **Coral Cay Conservation, Belize and Indonesia: March 1996 – September 1997**

Working within a team to establish a management plan for the preservation of the coral reef systems by collecting data on fish, coral, algae and invertebrates using base line surveys.

### **Marine Research Assistant**

#### **Swansea NHS Trust, Swansea: June 1992 – March 1996**

### **Senior Assistant Management Accountant & Systems Manager**

Production and timely distribution of monthly budget holders' reports. Implemented and maintained a trend analysis proforma to focus on variance analysis. Year-end budget setting. Maintenance of the coding structure and overall responsibility for the security of the system. Training of staff in the system and production of training manual.

## **Education**

### **University of West of England, 1993-1995**

Part Qualified CIPFA Accountant

### **Royal Holloway and Bedford New College, London University, 1988-1991**

BSc (Hons) Biochemistry, Grade 2:1

### **Olchfa Comprehensive School, Swansea, 1986-1988**

3 'A' levels – Biology, Chemistry and Mathematics

### **Bishopston Comprehensive School, Swansea, 1981-1986**

10 'O' levels including Mathematics and English