

Andrew McKie

Accounts Assistant

An industry transferee: a Chartered IT Professional building on his data and organisational skills, and experiences gained through supporting a regional casting agency in book-keeping, bill receipting, invoicing and paying artistes.



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WORK EXPERIENCE

2nd Assistant Accountant

Virdee with The Magical Society for the BBC

03/2024 - Present

Achievements/Tasks

- Collating, organising and categorizing incoming invoices for approval using a cloud-based file store and DocuSign.
- Checking Schedule-D and Loan-out labour invoices against timesheets and contracts, both on and off the EP/POP crew portal.
- Entering invoices for payment using the Entertainment Partners Platform, specifically SmartPO, SmartAccounting.
- Processing Supporting Artistes' payments, setting up vendors and progressing invoices from both Direct SAs and Casting Agencies, both with chits and chit-less through POP.

Digital Lead

agency Oakroyd

05/2009 - Present

Achievements/Tasks

- Invoicing and making artiste payments.
- Book-keeping using the Xero online platform.
- Maintaining data integrity, being the ICO registered data controller.
- Developing and maintaining the bespoke Artiste Management System using Claris FileMaker and their digital asset library using Adobe Lightroom.
- Developing and maintaining the website, using Adobe Muse and creating their digital marketing material using Adobe InDesign, Illustrator and Photoshop.

TECHNICAL SKILLS

Accounting

Entertainment Partners (EP), SmartPO and SmartAccounting, Xero.

Data Analysis

Microsoft 365, Power Query and Power BI. Qlik.

SOFT SKILLS

Accuray & attention to detail

Confidentiality & discretion

Creative Problem Solving

Hyperfocus & Visual Thinking

EDUCATION

Chartered Information Technology Professional

British Computer Society

05/2004 - Present

BSc (Hons) Computing with Psychology

University of Huddersfield

1995 - 1998

CONFERENCES & COURSES

Screen Academy Bradford (03/2024 - 07/2024)

Film & TV Industry - Skills Bootcamp

CERTIFICATES

ScreenSkills Learning (04/2024 - 04/2024)

Screen industry specific modules - unconscious bias; tackling harassment; mental health awareness; diversity, equity and inclusion; and safeguarding.