

PRODUCTION FINANCE ASSISTANT

E: jack.c.watson@mac.com

P: +44 (0)7981 929815

www.linkedin.com/in/jack-watson129

SKILLS

- **Movie Magic Budgeting 10, PSL, Eclipse, DPO**
- **Oracle Fusion, TalPay, Freecon**
- **Literate in Google Workspace and Microsoft Excel**
- **Raising and Approving PO's & Expenses**
- **Albert and Regional Reporting**
- **Location, Office and Studio Experience**
- **Problem Solving & Numeracy**

EDUCATION

Production Accounting for Film & Television, Part-Time Diploma - NFTS (2023 - 2024)

- Aspects covered: Above/ Below the Line and Post Production costs, Constructing Budgets and Cashflows, UK Film & TV Tax Credit, PACT/BECTU & Equity Agreements, IR35 & Employment Law

BSc Mathematics - University of Glasgow (2018 - 2022) - 2:2

- Undertook course in Mathematical Finance as well as modules relating to Physics, Biology & Engineering
- Secretary of University Snowsport's Club, one of the largest societies on campus

Bearsden Academy (2011 - 2017)

Adv. Higher: AB;
Higher: AAAAAB

REFERENCES

- **Donna Ferris**
donna.ferris@itv.com
- **Neil Cairns**
neiljohncairns@hotmail.co.uk

PROFILE

I am a capable and diligent individual who has recently begun a career as a Production Finance Assistant in the film and television industry. Last year, I was 1 of 6 trainees, across the UK, selected to be part of ITV's newly established Production Finance Assistant Traineeship, gaining invaluable experience on some of the country's most beloved shows. To complement this, I undertook an NFTS diploma course focussing on production accounting for feature films and HETV. My prior employment and experience have also provided me with strong organisational and communicative skills which I believe to be highly transferable to the role of Production Finance Assistant.

INDUSTRY EMPLOYMENT

Coronation Street - ITV Studios

October - December 2023, April 2024 - Present

- Approving expenses and purchase orders, on Oracle Fusion, and settling expense & purchase order queries throughout production
- Approving contributors' expenses on Talpay, an ITV internal system
- Responsible for regularly updating the production costbook for non-committed, committed and actual costs
- Organising data for the processing of the annual Albert report
- Responsible for weekly cast clearing & recording hours worked by the main cast, and recording finals hours, for filming times and by location, for the whole of 2023
- Organising data for crew overtime hours and logging freelance crew days & rates
- Overseeing the money float, withdrawing funds when required and recording this, often being required in studio and on location

The Voice UK & University Challenge, Lifted Entertainment - ITV Studios

January - April 2024

- Responsible for the tracking of Outstanding Credit Card Transactions for all of Lifted Entertainment, creating a Google Script-based code to carry out this task more efficiently
- Creating expense reports and clearing receipts on behalf of Lifted staff and crew
- Regional reporting for production, adhering to Ofcom guidelines
- Setting up contestant payment details and processing expense requests on Talpay, as well as setting up payments for one-time suppliers on Oracle Fusion
- Runner experience in dock10 Studios, across both shows

Drama - Missing You - Quay Street Productions, ITV Studios

March - April 2024

- Cashier: Handling Equals card claims and reconciliations, filing on Eclipse software and producing reports for production accountant
- Accounts Payable: Matching purchase orders to invoices, saving supplier and invoice details to Eclipse

OTHER EMPLOYMENT

Head Ski Instructor - Bearsden Ski Club - Scotland, Italy & Japan

2016 - 2023

- Working with a range of clients from all age groups, building relationships to retain business
- Monitoring the performance of other staff to ensure skill progression

Bar Staff & Lodge Attendant - Whiteroom Tours, Hokkaido, Japan

2022 - 2023

- Managing product supply during peak service times and working closely with colleagues to maximise customer experience