

JEMMA CULL

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Full UK Driving License

IMDB: <https://m.imdb.com/name/nm13671790/>

A ScreenSkills Accounts Trainee 2022-2023 and experienced Sales Administrator. Seeking to leverage over 15 years in Customer Service along with a wish to develop knowledge in accounts. Strong interpersonal skills, proven ability to work well with individuals at all levels. Good humoured and enthusiastic under pressure.

Experience

FACIL PRODUCTION LTD (Warner Bros) - GHOSTWRITER – 20TH JANUARY 2025 – 19TH SEPTEMBER 2025 – PAYROLL ACCOUNTANT

Production Controller: Judd Lewin, Production Accountant: Pollyanna Gill, 1st Assistant Accountant: James Tointon, Payroll Supervisor: Tom Boardman

Processing 150 BTL Crew. Full payroll process from starter checks and filing, updating of crew bible and trackers, generating IR35 Status Determination Letters, liaising with crew and production, payroll filing, gaining approvals and submitting journals. Software: Sargent Disc, PSL, Outlook, Excel, Word, Adobe Pro.

MOONAGE PICTURES (THE FIVE 2) LTD “THE FAMOUS FIVE S2” – 19TH AUGUST 2024 – 15TH NOVEMBER 2024 – ACCOUNTS ASSISTANT/PAYROLL ACCOUNTANT

Production Accountant: Amanda Fearnie, 1st Assistant Accountant: Liz Pooley

Processing 3 Payrolls for 160 BTL Crew, which include Weekly, Daily PAYE, SCHD and Loan Out Crew. Full payroll process from starter checks and filing, creation of crew bible, liaising with crew and production, payroll filing, gaining approvals and submitting journals.

Software: Entertainment Partners, Team Engine, Moneypenny, Gmail, Excel, Word, Adobe Pro.

MAMMOTH SCREEN (FS) LTD “THE FORSYTE SAGA” – 25TH MARCH 2024 – 16TH AUGUST 2024 – ACCOUNTS ASSISTANT/PAYROLL ACCOUNTANT

Production Accountant: Amanda Fox, 1st Assistant Accountant: Novenka Bailey

Processing 3 Payrolls for 280 BTL Crew, which include Weekly, Daily PAYE and SCHD Crew, Loan Out Crew and Double Banking. Full payroll process from starter checks and filing, creation of crew bible, liaising with crew and production, payroll filing, gaining approvals and submitting journals.

Software: TPH, Team Engine, Eclipse, DPF, Gmail, Excel, Word, Adobe Pro.

HAMLET FILM PRODUCTION LTD “HAMLET” – 16TH OCTOBER 2023 – 26TH JANUARY 2024 – ACCOUNTS ASSISTANT/PAYROLL ACCOUNTANT

Financial Controller: Amanda Fox

Process payroll for 130 Crew, covering all BTL departments. Process and audit timesheets and invoices. Maintain and organize crew files and payroll records.

Software: TPH, Team Engine, Eclipse, Dropbox, DPF, Gmail, Excel.

PARAMOUNT – GOWER AVENUE FILM PRODUCTIONS LTD “SONIC THE HEDGEHOG 3” – 17TH JULY – 13TH OCTOBER – PAYROLL ACCOUNTANT

Financial Controller: Judd Lewin, Production Accountant: Pollyanna Gill, 1st Assistant Accountant: James Tointon

Role ended early due to SAG Strike. Payroll and Crew filing. Updating Crew Bible. Processing Payroll for 80 Crew, including: Accounts, Art, Clearances, Office Based Construction Crew, Locations, Production, Set Dec, Studio and VFX. Sending Payroll for approvals. Processing and Uploading Journal to PSL.

Software: Team Engine, TPH, Excel, Box, Outlook, Teams, PSL.

PARAMOUNT – GOWER AVENUE FILM PRODUCTIONS LTD “KNUCKLES” – 3RD JANUARY – 7TH JULY 2023 – PAYROLL ASSISTANT

Financial Controller: Matthew Longley, Production Accountant: Amanda Fox

Sending out Start Forms to Crew before Team Engine was set up. Requesting, checking and filing supporting documents for start forms. Creating and updating Payroll Bible. Electronic filing. Took on a small payroll, which built to from 50 to 120 crew over the course of the production. Departments included Accounts, Art, Construction, Studio, Medical, VFX, Production, Casting, Post Production, Cast Support, Assistant Directors, DIT, Locations, Script and Sound. Software: Team Engine, TPH, Excel, Box, Outlook, Teams, PSL.

MERMAN TV “MOTHERLAND CHRISTMAS EPISODE” – 28TH OCTOBER – 24TH NOVEMBER 2022 – ACCOUNTS TRAINEE

Production Accountant: Richard Hyland, 1st Assistant Accountant: Oak Aitken.

Reconciling Petty Cash and P-Card for all departments, auditing envelopes to ensure VAT is claimed where appropriate and inputting into PSL. Gaining approvals via AdobeSign. Assisting 1st Assistant Accountant with Payroll Administration, chasing documents from Crew, adding new starters and updating Bible accordingly. Software: PSL, Equals, AdobeSign, Google Drive, Excel.

ZEB FILMS LIMITED “THE END WE START FROM” – 1ST AUGUST – 21ST OCTOBER 2022 ACCOUNTS TRAINEE

Financial Controller: Jade-Elizabeth Masters. 1st Assistant Accountant: Sharon Soor.

Primarily keeping accurate records of expense claims, comparing what people have claimed with the receipts they have submitted, and making sure VAT is claimed where appropriate. Processing float claims and monitoring crew spend. Performing petty cash and Equals reconciliations, Petty Cash entry into PSL and Posting. Ensuring the correct documents are approved and filed. Assisting 2nd Assistant Accountant with AP data entry. Entering Loan Outs into PSL for 1st Assistant. Software: PSL, Equals, DocuSign, AdobePro, Dropbox and Excel.

SP FILM PRODUCTIONS LTD “SPIRAL” – 19TH APRIL 2022 – 22nd JULY 2022 ACCOUNTS CLERK/TRAINEE

Production Accountant: Matt Longley. 1st Assistant Accountant: Sally Stabler

Supporting the Construction Accountant and US Production Accountant with administration tasks, including electronic filing, document checks and obtaining approval for payments. Duties also include reconciling petty cash/p-card for Construction, Production and SFX. Ensuring purchases are coded correctly, that submitted receipts are legal tax documents, and chasing crew where they are not. Editing top sheets to provide the required level of detail and accuracy before reconciling transactions and entering into the accounting system. Software: Global Vista, DPO, AdobeSign, AdobePro, and Excel.

JANUARY 2013 – APRIL 2022 MAILORDER SUPERVISOR

15TH JANUARY 2007 – JANUARY 2013 TELESales ADMINISTRATOR

WINDWARD MARINE LTD T/A FORCE 4 CHANDLERY Processing a high volume of orders. Resolving customer queries and complaints via email and phone. Manage sales order processes, including returns. Handling payments via cheque, credit card, PayPal and bank transfers. Liase with suppliers and couriers. Responsible for resolving IT issues. Organising office supplies and building maintenance. Supervising team members. Co-ordinate schedules and workloads. Bank reconciliation for sales using various payment methods. Assisting in annual audit. Training new employees on bespoke OMS and company processes. Responsible for organizing catering for meetings and all company social events.

OCTOBER 2002 – JANUARY 2007 SELF-EMPLOYED LABOURER/TRAINEE PLASTERER, CULL BUILDING SERVICES

FEBRUARY 2002 – OCTOBER 2002 SALES ADMINISTRATOR, AGGREGATE INDUSTRIES (BRADSTONE) •

AUGUST 1998 – FEBRUARY 2002 TELESales ADMINISTRATOR, WINDWARD MARINE LTD T/A FORCE 4 CHANDLERY

NOVEMBER 1996 – JUNE 1998 PART-TIME BAR PERSON, THE OLD NELSON (PREMIER INN)

SEPTEMBER 1995 – AUGUST 1996 PRODUCTION ASSEMBLY OPERATOR, EMS MEDICAL GROUP

Education & Training

MARCH 2024 - The Mark Millsome Foundation - Film and TV Online Safety Passport Course (VALID FOR 5 YEARS)

APRIL 2023 – MARCH 2024 SCREENSKILLS TRAINEE PROGRAM

FEBRUARY 2022 ADDRESSING UNCONCIOUS BIAS, SCREEN SKILLS

TACKLING HARRASSMENT AND BULLYING AT WORK, SCREEN SKILLS

INTRODUCTION TO MENTAL AWARENESS AT WORK, SCREEN SKILLS

JANUARY 2022 CORONAVIRUS BASIC AWARENESS ON PRODUCTION TRAINING, SCREEN SKILLS

NOVEMBER 2021 – DECEMBER 2021 INTRODUCTION TO PRODUCTION ACCOUNTING, LIGHT FORGE ACADEMY

2018 FIRST AID CERTIFICATE - PASS

2002 1 DAY MICROSOFT EXCEL TRAINING COURSE - PASS

2001 STROUD COLLEGE – GNVQ SUPERVISORY MANAGEMENT – DISTINCTION

1998 STROUD COLLEGE – GNVQ ADVANCES BUSINESS STUDIES – DISTINCTION

1996 CIRENCESTER DEER PARK COLLEGE – GNVQ INTERMEDIATE ART & DESIGN – MERIT

1994 CIRENCESTER DEER PARK SCHOOL – 8 GCSE'S

GDPR Statement: This CV may be kept on file and distributed for employment purposes