

Emily Way-Evans
emilywayevans@gmail.com
07955380185

Personal Profile

I am an efficient and adaptable 'all-rounder' accounts assistant with a wide range of experience from both the TV and events industry. I work remotely from my home office, though I am happy to discuss a commute to office locations based in the South-West.

The Magic Faraway Tree (June 2024 - Sept 2024) - Assistant Accountant Neal Street Productions

*Accounts Payable - Matching/entry - PSL
PO Entry
Crowd PO/AP Processing*

Fool's Paradise Ltd (Oct 2023 - Present) - Finance Assistant and Sales Agent (part time)

*Taking enquiries and managing clients
Website Development
Bank Reconciliation - Xero
Accounts Payable - Xero*

Reel Figures Ltd – (Jan 2022 – August 2023) – Assistant Post Production Accountant Argyle, The Son, Heartstopper S2

*Accounts Payable matching, processing and payment on Coutts – PSL & DPO
Crew Payroll – Sargent Disc / TPH
Bank Reconciliation - PSL
Journalling and double entry
Pcard management and reconciliation using Equals Spend
Emails and time management – always tidy and efficient*

Pulse Films (March 2021 - Jan 2022) – 3rd Assistant Accountant Gangs of London Season 2

*Processing & reconciling Equals cards and expense claims
Managing crew and cast per diems
Processing dailies payroll
Managing tenancy logs and TMOs
Inputting of CoA, processing invoices/petty cash/POs - Moneypenny*

Bristol Festivals (April 2018 – June 2020) – Forum & Accounts Coordinator

*Payroll, accounts management, monthly reconciliation - Quickbooks
Managing the day to day running of the membership forum & hub*

Glastonbury Festival (2010 – 2017) – Payroll Manager & Accounts Assistant

*Managing payroll of 100+ crew
Budget management and invoice payments
Public enquiries & reception duties
Reconciling year end accounts
Recruitment and staff enrollment*

References

Claire Snedker – Reel Figures Ltd Production Accountant: claire.snedker@reelfigures.co.uk

Training and Certificates

Introduction to Production Accounting - LightForge

IMDB: <https://www.imdb.com/name/nm14128886/>