

## CHERENE BRACEGIRDLE-SMITH

### ASSISTANT PRODUCTION ACCOUNTANT

Based in Northwest/Midlands

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[Cherene Bracegirdle-Smith | LinkedIn](#)

#### PROFESSIONAL SUMMARY

A strong communicator with natural rapport building skills, a logical thinker, with a sense of humour, who holds honesty and integrity in high regard. Competent, energetic, and reliable. Exceptional organisational skills, able to balance competing priorities and a proactive problem solver. Graduated in Law (Hons), alongside employment, and raising six children. With a solid foundation of production demands built from an analytical perspective, answering my curiosity for value and efficiency, with an appreciation of the financial impact of decision-making. Self-reliant, motivated, I enjoy getting stuck in.

#### CREDITS

##### EXECUTIVE PRODUCER – ‘HIDE’ SHORT FILM – CHESHIRE/LIVERPOOL

Director: Ian Curtis Producers: Carley Armstrong & Sarah Van Parys (OCT 23 – APR 24)

##### ASSISTANT ACCOUNTANT – ‘THE LISTENERS’-ELEMENT PICTURES for BBC – HETV MANCHESTER/ REMOTE

4 x 60 Mins Drama Band 2, Budget 14 Mil. Team of 5 – Holiday Cover

PA: Tracey Clowes, Financial Controller Mary Jo O'Donoghue, Line Producer Helen Stamford (JUN-JUL 23)

##### 1<sup>ST</sup> ASSISTANT ACCOUNTANT/ASSOCIATE PRODUCER– ‘GARDEN OF ADEN’–GARDEN OF ADEN LTD –FILM –REMOTE

Producer: Stephanie Horsman Director: Bader Ben Hirsi (uncredited)(On Hold) (MAR-MAY 23)

##### ASSISTANT ACCOUNTANT – ‘RISEN’ - LOW VOICES for SKY – HETV - WALES / REMOTE (Shelved)

Production Accountant: Theresa McKay-Roberts, Line Producer Angie Garaghon (Uncredited) (FEB-MAR 23)

##### 2ND ASSISTANT - ‘CHAMPION’ - NEW PICTURES & BALLOON ENTERTAINMENT for BBC/NETFLIX HETV BIRMINGHAM / REMOTE

8 x 60 Mins, Band 2, Budget 18 mil. Team of five.

Finance Director: Wendy Pearce, PA: John Coyne, Line Producer: Charles Bates & Alison Matthews (SEP-DEC 22)

##### CASHIER – ‘A KIND OF SPARK’ – LS PRODUCTIONS & 9 STORY MEDIA GROUP for CBBC/BBC IPLAYER CHILDRENS TV CHESHIRE / REMOTE 10 x24 Mins Band 1, Budget 6 mil. Team of four.

Producer: Paul Munn, PA: Simon Gray, Line Producer: Mark Guthrie (AUG-OCT 22)

##### ACCOUNTS ASSISTANT – ‘THE LONG SHADOW’ – NEW PICTURES LTD for ITV HETV YORKSHIRE / REMOTE

7 x 40 Mins Band 2, Budget 15mil. Team of five.

Finance Director: Wendy Pearce, PA: Theresa McKay-Roberts, Line Producer: Alison Mathews (APR-SEP 22)

#### SOFTWARE

- |                    |                          |               |
|--------------------|--------------------------|---------------|
| ➤ EQUALS           | ➤ MOVIE MAGIC BUDGETING  | ➤ PSL         |
| ➤ ECLIPSE          | ➤ MOVIE MAGIC SCHEDULING | ➤ DPO         |
| ➤ MONEYPENNY       | ➤ ADOBE DC               | ➤ TEAM ENGINE |
| ➤ PMI              | ➤ COUTTS                 | ➤ POP         |
| ➤ SMART ACCOUNTING | ➤ EXCEL                  | ➤ SMARTSTART  |

#### KNOWLEDGE

- |                                     |  |
|-------------------------------------|--|
| ✓ CASHING (EXPENSES & EQUALS CARDS) | ✓ UK TAX RELIEF                                      |
| ✓ ACCOUNTS PAYABLE                  | ✓ RECHARGES  |
| ✓ PAYROLL                           | ✓ ASSET SALES & INSURANCE CLAIMS                     |
| ✓ ONBOARDING                        | ✓ BUDGETING  |
| ✓ COST CODE REPORTING               | ✓ LOGISTICS & SCHEDULING                             |
| ✓ RECONCILIATION                    | ✓ BASIC ACCOUNTING PRINCIPLES, CONTROLS & COMPLIANCE |
| ✓ JOURNAL ENTRIES                   |  |
| ✓ PURCHASE LEDGER MAINTAINANCE      |  |
| ✓ VAT                               |  |

## SKILLS

- |                 |                   |                           |
|-----------------|-------------------|---------------------------|
| ✓ ANALYTICAL    | ✓ PROFESSIONAL    | ✓ SOLUTION-ORIENTATED     |
| ✓ EFFICIENT     | ✓ COMMUNICATION   | ✓ NUMERATE                |
| ✓ RESOURCEFUL   | ✓ AFFABLE         | ✓ LEADERSHIP & MANAGEMENT |
| ✓ HARD WORKING  | ✓ TEAM PLAYER     |                           |
| ✓ UNDERSTANDING | ✓ TIME MANAGEMENT |                           |
| ✓ METHODICAL    | ✓ DRIVEN          |                           |

## INDUSTRY TRAINING

- Risk Awareness in Production 2024
- Step up to Production Accountant with Lucy Drake 2023
- Channel 4 - Legal & Compliance, Duty of Care for Producers 2023
- Leadership and management essentials for high-end television freelancers – Certificate - 2023
- Smart Accounting for UK Production Accountant & Becoming Payroll Clerk – Entertainment Partners 2023
- Movie Magic Budget & Scheduling Course 2023
- ITV & Creative Access 6-month Mentorship with Donna Ferris, ITV Head of Production Finance UK 2023
- Payroll 5-month Mentorship with Linda Burt, Head of Payroll All3media 2023
- Cast & the Production Office: A How-To Guide for Film & TV crew (Intermediate) 2023
- Channel 4 & National Film and Television School - Business & Leadership Course 2023
- Production Accounting Know-How, Best Practice Guide to Film & TV Accounting, Business & Legal 2023
- Film & TV Online Safety Passport Course 2023
- Finance for Production Managers/Line Producers 2023
- How to Run Payroll & Payroll Course Crew & Dailies 2023
- Guiding Principles of Departmental Budgeting Course for HoDs 2023
- Script to Screen: An introduction to how scripted content gets made 2023
- Smart Accounting 101, Smart Accounting 201, Smart PO 2023
- Accounts Industry Transfer Programme – AITP 2022-2023, Accounts HETV Trainee Finder Graduate 2022
- Regional Step Up to Production Management HETV Nov 2021

## WORK HISTORY

**Jan 2024 – Present      Payroll Specialist      All 3 Media**

Processing a portfolio of end-to-end payrolls, processing for TV & Film specific taxation/employment rules.

**Aug 2021 – Present      BFI Certification Coordinator,      British Film Institute**

Advising applicants on BFI Cultural Test process for FILM, HETV, ANIMATION, CHILDRENS TV and VIDEO GAMES. Reviewing scripts, schedules, budgets, legal documents, and assessing screening links for the purpose of Creative tax relief. Liaising with internal and external stakeholders; producers, directors, HoD representatives and Accountants. Maintained databases, prepared reports, and coached new employees.

**Prior career** as Personal Banker and Assessment Officer and Administrator. Negotiated payment to ensure maximum retrieval of funds to limit company losses, resolved complaints, dealt with situations empathetically, managed customer expectations in accordance with relevant legislation and financial policies, influencing policy and procedures.

## CERTIFICATES

- ❖ *BECTU Sign Confident, Online Sustainable Production Training Albert, Coronavirus Basic Awareness on Production, Tackling harassment & bullying at work, Addressing unconscious bias: basic awareness in the workplace, Introduction to mental health awareness.*
- ❖ *Budgets explained, Working in production, ...be a Production Coordinator, Albert+*
- ❖ *Rights Management Essentials: Introduction to Rights, Acquiring Rights & Licensing Rights to Others.*
- ❖ *Fundamentals of Accounting, Business of Film, Understanding Autism & Commercial Awareness.*

## QUALIFICATIONS

2021 Law Degree LLB(Hons), Grade: 2.1	The Open University.
2018 Leadership and Management, Level 3 Award	Institute of Leadership and Management.
2016 Insurance, Legal and Regulatory, Passed	Chartered Institute of Insurance.

## MEMBERSHIPS

BECTU      PRODUCTION GUILD      WOMEN IN FILM