

# ANTHONEY RUSSELL | ASSISTANT ACCOUNTANT

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I have recently moved from the health and fitness industry into TV/Film Production within the Accounts department.

I am a quick learner, very adaptable to my environment and very willing to assist when and where needed.

Started late in the accounts game but I've found my calling. I LOVE IT!

## Film Experience

**Production:** Paramount  
**Role:** 2<sup>nd</sup> Assistant Accountant (APR 2024-Apr2025)  
**Film:** MobLand (TV series)  
**Producer:** Peter Heslop  
**Financial Controller:** Dianne Twiddy  
**Production Accountant:** James Baldwin

## Key Responsibilities

- Matching and Entering PO's/Invoices
- Processing Sargent-Disc PCards and making sure they reconcile
- Journal entry
- Urgent Wire payments
- Creating Time reports on CrewStart

**Production:** HBO  
**Role:** Accountant Assistant (Feb 2023-Nov 2023)  
**Film:** House Of The Dragon (TV series)  
**Producer:** Danny Gulliver  
**Financial Controller:** William O'Toole  
**Production Accountant:** Katie Gibson

## Key Responsibilities

- Matching and Entering PO's/Invoices
- Handling various departments Pcards on Equals
- Entering Equals vouchers onto PSL
- Raising PO's on DPO
- Posting vouchers via Adobe

**Production:** Pilot Skies Ltd  
**Role:** Accountant Assistant *(Feb 2022 – Dec 2022)*  
**Film:** Hijack / Kingdom  
**Producer:** Peter Heslop  
**UPM:** Paul McAnearney  
**Financial Controller:** Dianne Twiddy

### **Key Responsibilities**

- Inputting Purchase Orders. Matching and writing up PO's and Invoices. Inputting and posting invoices using the Money Penny accounts package. Raising PO's using the DPO system.
- Filing Remittance for AP and Limited Companies on BOX. Assisting the 1<sup>st</sup> Assistant Accountant and Chief Payroll Accountant with inputting crowd and loan outs on Money Penny.

### **Previous Work Experience**

#### **Master Trainer & Personal Training Manager: Virgin Active Cricklewood/Swiss cottage** *(Apr 2009 – Feb 2022)*

- Managing a team of up to 20 personal trainers and fitness staff. Delivering record budgets for the club and the region.
- Maintaining Health & Safety and safeguarding for a club of over 4500 members. Making sure the gym floor was up to the high standard expected by management and the members.
- Maintaining a personal training business of 25-30 clients, managing my own fitness business while working for the club. Assisting the fitness manager with all new trainers and helping them to build a sustainable business.
- Cluster fitness Manager of 5 different Virgin active Clubs, sharing best practice and helping those clubs hit budget.

#### **Personal Trainer and Fitness coach: Holmes Place NW2** *(Apr 2001 – May 2009)*

### **REFERENCES**

**WILLIAM O'TOOLE:** Financial controller

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E: willam.otoole@hboprod.com

**DIANNE TWIDDY:** Financial controller

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**PETER HESLOP:** Producer

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