

Oliver Evans

Production / Accounts Assistant
Full UK Driving Licence
Bases: Buckinghamshire | London | South East
Email: OliverEvans@msn.com

Profile

Dual skilled Production and Accounts Assistant with experience in media, logistics, financial governance and audit coordination. Background includes coordinating structured audits, managing financial records, supporting system rollouts and delivering accurate data management. On set experience gained through work in film and TV, combined with strong organisational skills, attention to detail and the ability to work in fast paced environments.

Production Experience

- Supporting Artiste – Film & TV (2011–2013): Appeared in twenty six productions including Eddie the Eagle, Sherlock and Skyfall. Developed understanding of production workflow and on set operations.
- Media and Communications Officer – RAF (2020–2022): Delivered campaigns, managed social media output and supported large events.
- Event and Station Operations – RAF (2021–2022): Managed accommodation operations for around 1800 rooms and planned large outdoor events involving logistics, vendor booking and risk assessment.

Accounts and Finance Experience

- Secretary, Service Funds Internal Audit Board – RAF Halton (Nov 2021–Nov 2023): Coordinated structured audits ensuring financial compliance across welfare and charitable funds.
- Service Funds Auditor – RAF Halton (Dec 2022–Sep 2023): Conducted detailed audits including full checks and sample testing.
- Treasurer, Engagement Fund (2022–2023): Investigated billing irregularities and implemented cost saving measures.
- Financial Governance and Compliance: Delivered reconciliations, identified discrepancies and supported corrective action.
- System Implementation and Data Management: Led rollout of the SLAMIS accommodation management system and improved reporting accuracy.

Additional Experience

- Experienced in risk management, fraud awareness and data governance.
- Led teams of up to thirty in structured operational environments.
- Improved administrative systems supporting compliance and audit readiness.

Education

MA Media and Communication – University of Portsmouth (Enrolled Sep 2024)

BA (Hons) Business Management – University of Lincoln

Qualifications

- Accounts (Service Funds Audit)
- Quality Auditor Skills
- Fraud, Bribery and Corruption Awareness (valid until Sep 2028)
- Protecting Personal Data (valid until Jun 2026)
- Record Management Awareness (valid until Jun 2026)
- Leadership and Management Certificate
- Advanced Apprenticeship in IT Applications
- Advanced Apprenticeship in Business Skills
- IOSH Managing Safely

This CV may be kept on file and distributed for employment purposes.