

Elinor Gittins

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Production Experience

The Witcher Season 5 – Netflix | P-Card Junior Accountant (July -October 2025)

- Process weekly P-Card transactions for seven departments (including Costume and Production).
- Update and track statements for cardholders and maintain accurate records.
- Set up new P-Card holders, manage floats and monitor balances.
- Liaise with cardholders and HODs to resolve queries efficiently.

Citadel Season 2 – Amazon MGM Studios | Accounts Payable Clerk (Jun 2024 – May 2025)

- Supported the Accounts Payable team through prep, shoot, wrap, and post-production.
 - Managed fuel cards for crew and assisted with P-Card processing.
 - Managed the AP inbox, maintaining strong relationships with suppliers and ensuring timely payments.
 - Processed high volumes of invoices; over time became responsible for multiple departments (including SFX, Picture Vehicles, HMU, ATL Living Allowances, and VFX).
 - During post, trained to complete monthly reconciliations for seven bank accounts (UK and international) and assisted with VAT returns and suspense account clearing.
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Other Work Experience

The Climbing Academy, Bristol | Operations Manager (Jan 2021 – Mar 2024)

- Managed budgets, supplier accounts, and cost control across two climbing centres.
- Oversaw banking, petty cash handling, and POS system reconciliation.
- Worked closely with directors on forecasting and financial planning.
- Coordinated health & safety compliance, scheduling, and staff training.

Audio Uproar (Sound Studio), Bristol | Project Manager (Jan 2020 – Nov 2020)

- Oversaw a contract and coordinated communication with the client.
- Collaborated with audio engineers and recording talent.

Cinema of the Dam'd, Amsterdam | Deputy Manager (Aug 2017 – Dec 2019)

- Oversaw screenings and events for a community cinema.
 - Assisted on budget planning and funding acquisition, and negotiated screening contracts with distributors and independent filmmakers.
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Professional Training & Education

- **AAT Advanced Diploma in Accounting**, Distinction (2022)
 - **First Aid (Level 2), Food Hygiene (Level 2), Clean Driving Licence, Climbing Wall Instructor Qualification**
 - **University of Amsterdam** – MA Cultural Analysis (2014–2016)
 - **Royal Holloway, University of London** – BA Comparative Literature (2010–2013)
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Relevant Skills

- **General Accounting:** P-Cards, petty cash reconciliations, invoice processing, supplier management, banking, bank reconciliations, VAT returns, suspense accounts, cost control.
 - **Software:** PSL, Equals, Cashed, DPO, CUT! Expenses, DocuSign, Microsoft Excel, Google Workspace.
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References available on request