

# SHAREEN KHAN

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IMDB: [Shareen Khan - IMDb](#)

## PROFILE

Experienced Accountant trained to take on new clients from different sectors including the film industry, this involves working in a fast-paced challenging environment. I have been solely responsible for a portfolio of clients to manage their day-to-day finances, producing management accounts, setting budgets, cash flow forecasts, preparing statutory accounts and assisting auditors.

## WORK EXPERIENCE

**June 15 – Present SUBTILIS ACCOUNTANCY – Self employed**

### HETV Series worked on as Production Accountant/Financial Controller

- Virdee – 2024/2025, BBC
- Red Eye – 2023/2024, ITV
- Grantchester 8 – 2022/2023, ITV
- I Hate You – 2021/2022, Channel 4

### Films worked on as Production Accountant

- A Blue Butterfly – 2026 Boudica Entertainment (Feature Film)
- Frank and Percy – 2025/2026 Bill Kenwright (Feature film)
- The Tenth Planet – 2025/2025 The Red Sister Production
- White Ant – 2022, small feature, Makadam Production
- Shepherds – 2022, Disney, Post-Production Accountant
- Expendables – 2021, Millenium Films
- Rogue Agent – 2021, Netflix
- Pretty Red Dress' – 2021, BBC
- Lady of Heaven –2019-2021 Production and Post-Production Accountant- Based in Tbilisi, Georgia (shoot), London (Post)

### Events worked on:

- BBC PROMS 2021 – Production Accountant

### **Duties and process set up included:**

- Overseeing the accounts
- Working on getting the maximum rebate possible
- Overseeing and delegating to a UK team of 2/10 members (assistant accountant, cashier, accounts payables, payroll)
- Overseeing and delegating to Service Company accounts dept
- Preparing and set up of payrolls
- Reviewing schedule D, Loan Out agreements
- Preparing and set up of accounts payable function
- Responsible for weekly cost reports and analyses, monitoring against budget
- VAT return submission
- Assisting with audits
- **Preparing and set up of accounting functions and processes, included:**
  - Crew timesheets and invoice allocation of hours on the weekly cost report.
  - System for purchase orders placed and the relevant invoice by way of a P.O. log.
  - Weekly material list and allocation of materials to the weekly cost report.
  - Digital Purchase Orders raised to Production for weekly material and labour spend.
  - Process of chasing suppliers for invoices for back-up of purchase orders as evidence
  - Crew location expenses of per diems, accommodation and mileage allowances

- Process for accounts queries and adjustments.
- Petty cash handling and processing in accounts.

**Jan 16 to Jan 18 – MUNNS GROUP – Financial Controller**

Responsible for the group's companies finance department and managing a team of 5  
Responsible for Overseeing the finance dept for the Group (9 companies)

- Management Accounts
- Cashflow forecast
- Variance Analyses
- Budgeting
- Project Job costing
- VAT Returns
- CIS Returns
- Intercompany reconciliations
- Year End Statutory Accounts, preparing the working files
- Year End Audit Files, for audits
- Managing a team of 5 (overseeing the AP, AR, credit control, purchasing)

**June 15 – Dec 15 – SHACA CONSTRUCTION – Finance Manager**

- Responsible for Overseeing the finance for the Group (8 companies)  
Year End Audit Files, for audits  
Managing a team of 5 (overseeing the AP, AR, credit control, purchasing)

**April 13 – June 15 STONEFORCE LTD – Financial Accountant**

Responsible for Management Accounts of five companies

- Payment runs for subcontractors and via Boss Projects
- Monthly CIS Returns/ spreadsheet
- Subcontractors' queries via email/phone
- Bank reconciliations – Santander/NatWest/Deposit
- Credit card reconciliations
- Creditor listing – checking the list and tidying it up eg allocations, payments on accounts
- Setting up new subcontractors and verification and queries
- Insurances – direct debit maintenance
- Month End – Prepayments, Fixed Asset Register maintenance, management accounts, review with directors and finance manager
- Quarterly VAT Returns
- checking the nominal postings so the TB is correct
- Balance sheet nominal reconciliations on a monthly basis, so no discrepancies when year-end comes
- Month by month comparison to see the increase in overhead costs and what is causing it so it can be controlled
- Overseeing the purchase and sale ledger, managing a team of three

**June 12 – May 13 QUEST ACCOUNTANCY LTD – Financial Accountant**

- Preparation of year end accounts to 1<sup>st</sup> draft for over 300 clients This also includes drafting extending year end accounts
- Reconciliation of schedules to support P&L and balance sheet
- Calculation of corporation tax returns and schedules and IXBRL
- Dividend, salary planning and annual returns
- Contact clients to agree timescales for receiving the information to complete accounts and tax returns

- Review records as they come into the office for completeness prior to starting or assigning the work and contact them for any missing information
- Self-Assessment for Sole Traders, Directors
- Bookkeeping – involves purchase/sale ledger, cash management, expenses, bank reconciliation, reconciliation of control accounts, accruals, prepayments and journals
- Bookkeeping done either manually working from client spreadsheets or from computerised accounting software's, such as sage, quick books and online software's
- Interim reviews of profit & loss and balance sheet to educate clients to understand their numbers and to give feedback on danger areas to offer commercial solutions
- Annual review and analysis of client's accounts and business performance
- Setting budgets and cashflow analysis
- VAT Returns, CIS Returns and Fixed Asset maintenance
- Maintaining and developing strong client and business relationships
- Dealing with HMRC queries
- Meeting with clients to help them make optimal use of accounting software
- Train clients to setup customers and suppliers enter sales, bills & expenses and reconcile their bank a/c to bank statements
- Development of main accounting and tax database system for enhanced reporting
- Managing a team of five- this includes overseeing and getting involved in bookkeeping, credit control and VAT
- Liaising with the Managing directors in relation to workload and deadlines for jobs and billing clients
- Payroll – P11ds, P60, auto enrolment

**June 10- May 12 INSPIRA UK LTD – Financial Accountant – hours reduced to part time**

- Preparing annual statutory accounts for several clients
- Book-keeping for several clients, sales/purchase ledger, bank reconciliation, credit control, Arranging and attending meetings with clients, managing directors and accounts dept.
- Cash flow forecasts, budgeting, quarterly VAT Returns
- Client range: property, retail (hairdressers, restaurants, shops), consultancy
- Office Management – ordering stationery, helping out with phones calls and arranging best deals with utilities

**March 08 – April 10 MIT Ltd – Assistant Accountant - made redundant**

- Reconciliation of multiple bank accounts including Sterling/Euro/USD
- VAT Returns, analysing creditors accounts, company checks, daily exchange rates.
- Inter-company accounting & reconciliations.
- Responsible for Purchase/Sales Ledger, credit control and analysing employee expenses □ Arranging for payment of invoices by cheques, BACS or CHAPS using online banking
- Responsible for company's petty cash, cash flow management, cost analysis and forecasting.
- Month End Reporting, which involves: prepayments and accruals, suspense account clearing, journal posting, balance sheet reconciliation, maintaining the fixed asset register and producing monthly management accounts.
- Intrastat Reporting, EC Sale Lists and monthly National Statistics submission.
- Preparing annual statutory accounts and assisting the auditor during year end
- Arranging and attending meetings with the Company's Managing Directors on a weekly basis, which involves reports on all departments and producing KPI's to improve performance and highlighting any issues.
- Office Management – ordering stationery, helping out with phones calls, arranging best deals with utilities and banking cheques

**Aug 07- Feb 08 ZECARE LTD - Accounts Assistant – Temporary Assignments**

- Responsible for accounts receivable and payable, reconciliation of bank accounts BACS payments, employee expenses and credit control.
- Assisting the Company Accountant with preparation of Debtor and Creditor reports

- Monitoring colleague's attendance, authorising holidays and ordering equipment
- Responsible for company's petty cash and cash flow management.

## **VOLUNTARY WORK**

**Feb 11- March 12 FRIENDS OF BRIGHT EYES (Charity) – Accounts Assistant (once a month)**

- Payroll, processing expenses, bank reconciliation and assisting with management accounts

**2007- (June 25<sup>th</sup> to 20<sup>th</sup> July) FENLON & CO- Practise Management Trainee (work experience)**

- Preparation of Annual Accounts, assisting Tax Manager with Tax Return Preparation,
- assisting with payroll and dealing with clients via face to face and telephone.

## **RELEVANT SKILLS AND EXPERIENCE**

### **COMPUTING -**

- **Accounting Systems:** SAGE Line 50 to 200, Sage online, VT Transactions, MAX System Manager, QuickBooks, Tetra, Prop Co
- **Online Accounting Software:** Xero, Liberty, Free Agent, Kash flow, QuickBooks and SAGE
- **Payroll Software:** Payroll Manager, IRIS, SAGE PAYROLL
- **Online banking/Factoring systems:** Barclays, RBS, NatWest and Bibby
- **Software Applications:** Microsoft Word, PowerPoint, Outlook, Excel and Java
- **Account's Production software's:** IRIS
- Eclipse, PSL, Smart Accounting, PMI, DPO, Pleo, Sergeant Disc, TPH, Equals

**LANGUAGES** - I am fluent in spoken Urdu, Hindi and Punjabi

**TEAMWORKING** - I have gained valuable team working skills during work, such as working as a team to meet month end deadlines to produce the financial reports. As well as to produce reports on all departments and to come up with KPI's on how to improve performance and highlighting any issues.

**PROBLEM SOLVING** - I have come across difficult situations during work, which has taught me to find solutions to problems in a calm and efficient manner, especially when I have to highlight any issues and suggesting solutions to resolve the problems.

**ORGANISATION** - I have good organisational skills because I have a whole portfolio of clients that I manage to keep their day to finances up to date and to make sure all HMRC deadlines are filed on time as well as working on film projects as a Production Accountant

## **EDUCATION AND QUALIFICATIONS**

Present	ACCA – Final Level (3 papers left to complete)
2022	AAT – Full Membership
2004-2007	University of Hertfordshire (All modules passed first time) BSc Hons - Accounting and Management Information Systems –Attained: 2:1
2002-2004	<b>A' Levels</b> - A2 Art: <b>A</b> AVCE Business Studies: <b>DD</b> Sociology (A/S Level): <b>C</b>
1996-2002	<b>GCSSES (12 A-C)</b> Including: English Literature: <b>B</b> English Language: <b>C</b> Maths: <b>C</b>