

# Christine Lyes - Curriculum Vitae

## Freelance Production & Payroll Accountant

**Mobile:** 07958 332823    **Email:** [chris.film@lyes.co.uk](mailto:chris.film@lyes.co.uk)

**Address:** Epsom, Surrey, KT18 5NZ – Driver able to commute to London and all major studios. Open to location by agreement,

**Memberships:** Member of The Production Guild - Accounting.

### Experience:

- Production Accounting for multiple small productions, cost reports, all bank activities, payroll, VAT returns
- Cost Reports and Cost Manager for small, scripted dramas, unscripted documentary & entertainment using Excel.
- Movie Magic Budgeting. - recent training.
- Supervisor Payroll Dept. - Manage teams of payroll accountants and assistants, priorities, workflow, checking.
- Bank reconciliations, UK & Currency, AP entries, EFT payments WT payments.
- IR35 Regulations, VAT Returns, Withholding TAX and FEU Tax experience.
- Invoicing to funding partners, broadcasters, credit control, cashflow. Reporting to broadcasters.
- Manage expenses, credit cards, Equals P-cards, petty cash advances.
- HETV and Film, ATL Payroll - Equity Cast Payroll, Stunts, SAG, DGA, IATSE, Equity Cast Contracts, Crowd Payroll.
- HETV and Film, Crew Payroll - BECTU Crew, Dailies, and Construction.

### Professional Training:

- Leadership and Management Essentials Across Production- PGGB / Creative People.tv, February 2025
- EP Step Up to Production Accountant. Production Guild of Great Britain CPD Accredited, PGGB November 2024
- Mark Milsome Foundation Film & TV Production Safety Passport. PGGB October 2024
- SAG, DGA, WGA US Unions Training update PGGB October 2024 & 2025
- John Yorke Story Step Up to Production Accountant, March 2024
- Movie Magic Budgeting – Screen skills/Grand Scheme Media 2024
- Screen Skills Upskill Courses – Excel, 2024
- Stunt and Cast Equity Payroll - PGGB October 2021
- Entertainment Partner courses – SmartTime for payroll, SmartStart Accounts 2023
- Screen Skills Training Courses: Diversity, Equity & Inclusion, Mental Health Awareness at work, Safeguarding Basic Awareness, Tackling Harassment and Bullying, Coronavirus awareness on production Work Well Series 2023
- Health and Safety for Studio Production Cast & Crew, Walt Disney Company March 2021
- Assistant Production Accountant Fast-track Programme, PGGB 2019
- GDPR Policy Test, 1st Option Safety Services Training for Broadcast, TV & Film, July 2019
- Policy - Anti-Corruption and Bribery Policy, 1st Option Safety Services Training for Broadcast, TV & Film, July 2019 Risk Awareness - RAW - V1.0, 1st Option Safety Services Training for Broadcast, TV & Film, July 2019
- Drama Production Accounting Course at National Film & Television School 2009

### Software Packages:

PSL +, Team Engine, Cast & Crew PSL+, Studio +, Sargent Disc Crew Start & Payroll, DPO. EP Payroll SmartStart, EP Smart Accounting, some experience of Movie Magic Budgeting. Outlook Movie, Moneypenny, Equals P-card, Octopus PMI, Sage 50 Professional, Xero, QuickBooks, Excel, Word, Sage Payroll, Axium Vismax, Tas Accounting, Tas Payroll, Asana.

### Professional Accounting Training:

Chartered Institute of Management Accountants C.I.M.A. Stage I Foundation, (original 3 stage modules) – 2 Credits. Association of Accounting Technicians, A.A.T. Intermediate, R.S.A Bookkeeping, GCSE Accounting.

## Credits/Worked on:

### Scripted:

- ATL Payroll Accountant, Ebenezer, Feature Film, \ Paramount Pictures 2025/2026
- Payroll Accountant, Sole payroller, ATL and Crew – Lady Grace Mysteries, Drama Series, Cottonwood Media 2025
- Payroll Supervisor – Neuromancer HETV Series – Skydance 2025.
- 2<sup>nd</sup> Assistant Production Accountant /ATL Payroll – Greenland 2 Migration, Feature Film, Anton Corp. 2024
- Payroll Accountant: - The Perfect Couple, HETV Series – Netflix 2024
- ATL Payroll Accountant: - Bob Marley One Love Feature Film, Paramount Pictures/August Street Films 2023
- ATL Payroll Accountant Cast & Construction: - Boys in the Boat: Feature Film MGM /Smokehouse pictures 2022.
- Assistant Production Accountant: - Hotel Portofino Series II, TV Series – Eagle Eye 2022
- Payroll Accountant: -The Marvels: Feature Film, Marvel Studios Feature Film 2021.
- Production Accountant - Agatha Christie and the Curse of Ishtar, HETV Drama - Darlow Smithson Productions 2019
- Production Accountant: - Harry & Cosh Series III, Children's Drama - CH5 / Two Hats Film & TV / 2001
- Production Accountant: - Harry & Cosh Series II, Children's Drama - CH5 / Two Hats Film & TV / 2000
- Production Accountant: - Cave Girl – Children's Drama Pilot, / Two hats Film & TV / 2000

### Non-Scripted-worked on

- Production Accountant: Impossible 5. Mighty Productions /BBC 2019
- Production Accountant: Impossible Celebrities. Mighty Productions /BBC 2018
- Production Accountant: Curious Creatures 2. Mighty Productions /BBC 2018
- Production Accountant: Impossible 4. Mighty Productions /BBC 2018
- Production Accountant: Celebs Go Dating Series 7. Lime Pictures / CH4 2019
- Production Accountant: Who wants to Be a Millionaire. Stelify Media/ ITV 2018
- Production Accountant: Passions: Damien Hirst by Harry Hill, Clearstory /Sky Arts 2017 via Miss CFO
- Production Accountant: The Great Village Green Crusade, Clearstory/ BBC Science 2017 via Miss CFO
- Production Accountant: Bang on Budget, Amazing Productions 2017
- Production Accountant: Ugly to Lovely Series II, Amazing Productions 2017
- Production Accountant: George Clarke's Old House, New Home, Amazing Productions 2016
- Production Accountant: Why are Gambling Machines Addictive, Panorama / Amazing Productions 2016
- Production Accounts team: The Schoolboy who Sailed the World, Documentary / Blink Films 2009
- Production Accounts team: True Stories Series, Documentary / Blink Films 2009/10
- Production Accounts team Absolute Tyrants /Blink Films 2009/10
- Production Accounts team: When Boris Met Dave, Drama Documentary, Blink Films 2009
- Production Accounts team: Chinese Food in Minutes /Blink Films 2010
- Production Accounts team: Silver Pharaoh /Blink Films 2010
- Production Accounts team: Old Before their Time /Blink Films 2010
- Production Accounts team: Monuments/Blink Films 2010
- Production Accountant: Ania, Fran & A Kettle of Fish – Children's TV, CH5 / Two Hats Film & TV/2000
- Production Accountant: Top Ten Series II - Music Series 10 Different Episodes, CH4/Chrysalis Television. / 1999/2000
- Production Accountant Staff role: Fish BBC/Principal Pictures; Legends of the Lake /Principal Films 1999.
- Production Accountant Staff role Buried Alive-Documentary Discovery/ Principal Films 1999
- Production Accountant Staff role: Sacred Weeds CH4/TVF 1998; Bioterror - Discovery/ TVF 1998
- Production Accountant Staff role: Science 4 Today - CH4 Schools/TVF 1998; Living Dangerously CH4/TVF. 1998

## Recent Employment:

### **ATL Payroll Accountant – Ebenezer - A Christmas Carol- Paramount Pictures**

**October 2025 – February 2026**

ATL Crew and Cast payroll. Equity Cast & Stunts, SAG, IATSE, DGA. Using Crewstart, Sargent Disc, Studio +, PSL +.

### **Payroll Accountant - Lady Grace Mysteries – Cottonwood Media Ltd**

**April – July 2025**

Sole payroller - ATL and Crew payroll for Drama TV Series. Using Crewstart, Sargent Disc payroll. Knowledge of using Outlook Movie. EP SmartStart

### **Production Accountant – Short Film - Better, Dash.**

**February to March 2025. 2 days a week Part Time.**

Employed to do the accounting for short film, FC requested only production payroll done over 2 days a week.

### **Production Accountant – Angels In the Asylum. AITA Films Ltd**

**February 2025, approx. 2 weeks.**

Production was cut short by lack of funding just as I came onboard. Production has since shut down as per reports in the media. Supervising team of 2 accounts assistants and payroll accountant. Using Money Penny and MMB.

### **Payroll Supervisor. Neuromancer S1, Console Cowboy Ltd for Skydance Productions.**

**November 2024 – January 2025. Full-time Studio**

Supervise payroll department and recruit growing team of payroll accountants for large Band 4 HETV production. Manage running of multiple crew payrolls, Equity payrolls, UK DGA and SAG, to deliver growing crew and cast payrolls on time. Liaise and manage production payrollers, time and workloads. Liaise with Production Accountant and FC on coding and payment schedules of payrolls and recruitment. Manage transition from manual unprocessed to digital payroll provider. Liaise with payroll providers to deliver large historical unprocessed payrolls. Manage subsequent multiple queries and recoups of fringes. Manage queries from crew, department coordinator's, payrollers, HOD's and Production Supervisor. Review of IR35 on crew contracts and issue. Signoff of crew timecards, liaise with Production Supervisor regarding payroll department schedule, timecards and contracts. Check payroll sheets, check journal entries to EP Smart Accounting. Ensure timely running of payroll and payment to crew and manage and request payment to payroll provider ensuring funds requested. Using Team Engine, EP Smart Accounting, Sargent Disc payroll.

### **2<sup>nd</sup> Assistant Production Accountant Film and ATL Cast Payroll Accountant. Film, Greenland Movie 2 Ltd /Anton Corp.**

**May 2024 – October 2024. Studio / WFH Hybrid (August – October with Post-Production Team)**

Some 1<sup>st</sup> Assistant Accountant responsibilities, Batch checking AP, Payroll, PO's, P-Card, Bank, Journals entries. Also running the ATL payroll when payroller left.. Responsible for Equity Stunts, SAG Main Cast Payroll and Equity Cast payroll. Withholding Tax and FEU processing using Team Engine, PSL, Sargent Disc payroll.

### **1<sup>st</sup> Assistant Accountant Film – Stuntman -Marv Uniform Productions.**

**April 2024 - May 2024 Studio**

Batch checking AP, bank reconciliation, PO's, P-Card, Bank, Journals entries, wire transfers, P-card request. Help train junior. PSL, Excel.

### **Payroll Accountant HETV. Netflix – Best Productions Ltd. The Perfect Couple Series, UK Shoot.**

**September 2023 – December 2023 Hybrid WFH/Studio**

Crew payroll, implementing new EP Payroll software and using EP accounting software. Prepare payrolls on excel sheets provided by EP. Prepare manual payroll including DGA. Journals. Bank wires. Supervise junior payroll clerk. Using EP Payroll, EP Smart Accounting and Excel.

**ATL Cast Payroll Accountant - Film. Paramount Pictures – August Street Films Ltd -. Bob Marley One Love Film Biopic. November 2022 – June 2023 Hybrid WFH/Studio**

Cast Payroll accounts for high end cast contracts. Longform, SAG and Equity multi-currency payroll. Equity Stunts payroll. Crowd payroll, paying direct crowd and checking crowd reports. Main payrolls contact for Jamaica cast in the UK and all agents. Prepare payrolls, Artiste reports. Responsible for all compliance and procedures and obtaining and checking legal and payroll paperwork, FEU, timesheets and Exhibit G. Record keeping, digital filing procedure. Delivery of finished payroll, payroll journals and any related matters. Using Sargent Disc payroll, PSL, Excel.

**Payroll Supervisor HETV Lucasfilm – E & E Industries UK Ltd. Andor Series II - Pilgrim August 2022 – September 2022 Full time at studio.**

Check all payrolls for the team prior to submission to Sargent Disc, check all journals prior to posting. Check and approve contracts and compliance with IR35. Supervisory and approval for work for team of 5 payroll accountants. Using Team Engine, Sargent Disc payroll, PSL, Excel.

**Assistant Production Accountant, HETV Eagle Eye Drama - Hotel Portofino II.**

**July 2022 – August 2022 Part Time freelance ad hoc days.** Prepare Cast payroll, using Sargent Disc payroll, PSL, Excel. Submit to Sargent Disc for payment. Collate and check paperwork for older payments made to crew before payroll setup. Contracted on ad hoc part time as required 2 days a week in addition to other work commitments.

**ATL Cast Payroll and Construction Payroll Accountant – Film. MGM / Smokehouse / BITB UK Ltd. Boys in the Boat Film. February 2022 to July 2022 Full time remote.** Cast – Equity payroll, Stunts. Also, all construction crew payroll, DGA payroll. Payroll compliance, record keeping. Equity contracts, manual timesheets, and online. Using Crew Start, Sargent Disc payroll, PSL, Excel.

**Payroll Accountant – Film. Marvel Studios – Warbird Productions II UK Ltd – The Marvels Feature Film.**

**March 2021 to February 2022. Remote work post covid.** Payroll accountant responsible at first for all crew and gradually splitting to other payrolls as the team grew. Weekly payrolls. Set up crew files, help with set up of processes for the payroll procedure on the production. Set up Equity Stunts payroll of more than 30 stunts cast and riggers in conjunction with delivering BECTU crew payroll of 170+ crew. Also responsible for my depts dallies, 2nd Unit and small Euro payroll. Using Sargent Disc Crew Start and payroll, also payroll journals on Cast and Crew PSL+.

**Production Accountant. Endemol / Darlow Smithson Productions, Agatha Christie and the Curse of Ishtar.**

**September-October 2019** Set up payroll with outsource company, submit payroll for cast and crew, arrange per diems and expenses payments to cast and crew. Liaise with Line producer and Production accountant in Malta. Working on PMI and excel.

**Production Accountant. Lime Pictures, 2019 Celebs Go Dating series 7**

**July 2019 – September 2019** Production accounts on PMI, Checking and submission of payroll, Cost report. Oversee the production costs. 3 days a week.

**Production Accountant. Mighty Productions, Impossible 4, Impossible 5, Impossible Celebrities, Curious Creatures 2 March 2018 – September 2018**

Production accounts for entertainment shows. Company accounts, Cost Manager on Excel and cost reports. AP payments, Petty cash issue and control. Using QuickBooks and Xero. Set up for new company all accounting procedures on Xero. 1 – 4 days a week as required, in addition to other part time freelance commitments.

**Production Accountant. Stelify Media, Who wants to be a Millionaire.**

**March 2018 – May 2018**

Assisting the team, and Production Accountant on 'Who wants to be a Millionaire', working on Access Accounting. 1 Day per week,

**Production Accountant. OMTV – 3CUKTV Independent Production company, Joint venture between Andrea Hamilton and Chinese company 3C Media.**

**March 2017 – July 2018**

Accounting for all potential productions, pilots, and sizzles. Cost reports, bank signatory. Set up for new company all accounting procedures on Xero. VAT. Basic management accounts. 1 day per week and additional as/when required in addition to other part time freelance commitments.

**Production Accountant. Miss CFO,  
May 2016 to July 2017**

**Freelance working Via Miss CFO for independent TV production company 'Clearstory', Producers of Sex Box, Gypsy Blood.**  
Production accounting 2 - 3 days monthly, all productions, company accounts and cost managers, cost reports, Using Xero.

**Production Accountant. Amazing Productions, Producers of George Clarkes 'Old House, New Home,' and Panorama.  
January 2016 to July 2017**

Independent TV production company. Production accounting for all Amazing Productions programmes. Sole responsibility, all bank payments, AP, Petty cash issue and control. Cost reports, company accounts, VAT.

**Bookkeeper. Infinity Creative Media,  
November 2015 to July 2016**

Investor funded television producers, Russ Lindsay and Ross Westgate. The Wine Show, The Classic Car Show, The Art Show. Bookkeeping 3 days a week, full range of company accounts process including intercompany reconciliations with production companies' accounts, VAT and assisting with management accounts.

**Accountant / Founding Partner Director - PH Digital Communications.**

**April 2010 – October 2020**

Specialist Internet communications company serving the Pharmaceutical, Healthcare and Scientific sectors. Branding, web development, apps, VR, social media, specific to client needs. Financial control for the company including payroll and VAT. Assist with social media, manage human resources. Part time in addition to other freelance production accounting.

**Accountant. Adversion Ltd, Advertising / Specialist Versioning**

**October 2009 to April 2010**

Sole responsibility role all accounts from basic data entry and sales invoice production through to Trial Balance. Advise and set up of accounting system. All Sales, Purchase, Nominal ledger, Bank Rec's including currency. Management of Creditors and Debtors, payments. journals for payroll, VAT Returns.

**Production Accountant. Blink Films, When Boris Met Dave, and others.**

**April 2009 - March 2010**

Responsible for entering to Sage all production costs for multiple productions, final costs for finished productions and new developments. Checking and entering onto production cost manager. Checking the cost manager and cost reports to Sage. Credit card and float reconciliations. Paying multi-currency suppliers, by cheque and by bank transfer, bank reconciliations of multiple productions, and bank account in sterling and currency. Credit control. Administration of payroll matters, other Ad-hoc accounting duties specific to the industry.

**Bookkeeper - Bodansky Sponsorship, Part Time. Hospitality Event Organisers for Formula 1 Motor sports.**

**May 2008 to April 2009**

Liaise with event managers regarding accuracy of debtor's accounts, Preparation of excel spreadsheets independent of the accounting system to enable this. Credit control collection of older high value international debts, by telephone and email, with brief to keep relationships friendly and amicable for future business. Contact and build relationships with prestigious clients (Formula 1 and Golf Sponsors) to enable easier debtor control of current outstanding debts. Manual reconciliation of invoices to bank receipts to enable preparation of spreadsheets, independent of accounts function. Successfully collected all older outstanding debts from prior years. Responsible for ensuring account managers have invoiced costs on to clients. Advise and design new Purchase order system.

**Maternity Break March 2006 – May 2008**

**Bookkeeper - Lot Oriel, Part Time March 2004 to March 2006 Including Maternity break.**

Complete control of all accounting functions reporting to Finance Director. Management of supplier payments by BAC's and Cheques, sterling and currency, nominal ledger maintenance, credit control, sales receipts entries, bank reconciliations. Credit control, monthly sales, and cost reports, on Sage and Excel. Prepare management accounts for Finance Director.

**Finance Officer -Age Concern New Malden is a charity and runs three-day centres for old people.**

**September 2002 to September 2003**

Sole account's role reporting to the CEO- all accounting procedures. Including purchase and sales ledger entries, statement reconciliation's, bank reconciliation's, receipts, cheque payments, BACS payments, nominal ledger maintenance. Payroll for 20 employees, also produced monthly management reports for Chief Executive and Trustees.

### **Maternity break October 2001 – September 2002**

#### **Production Accountant - Two Hats Film and Television. Two Hats Film & TV produce Children's Drama programs.**

##### **April 2000 to October 2001**

Sole Accountant and Office Management/PA role reporting to Owner Director/ Producer and Owner Director/ Writer/Film Director. Full production accounting for each production including cost reports per production, issue of reports to broadcasters including Disney, CH5, and BBC. Liaison with production managers regarding budget overspend. Cash flow, production payroll, unit payroll, all purchase ledger, sales ledger, petty cash issues, banking procedures and reconciliations. Also responsible for Company VAT, cash flow, credit control. Prepared a manual payroll monthly and designed an Excel spreadsheet for this task. Payroll year-end. Supervision of junior staff, All round financial control, office management and cheque signatory.

#### **Production Accountant - Chrysalis Television Ltd - now North One Television CH4 Top Ten Series II Music programmes. October 1999 - to April 2000. Contract for Top Ten Series II Music programmes.**

Production of weekly cost reports, per program in the series of 11 programs. Supervision of junior staff and outcome of the purchase ledger and purchase order entries to check for correct data. Checking weekly cheque run, issuing, and processing foreign payments. Liaise with Production Managers on budget allocation and cost allocation within the reports. Correction of errors on data entry, journal adjustments on distribution of costs within Vismax. Issue of petty cash advances in any currency, reconciliation of petty cash and entry to Vismax system. Data entry and payment of expenses. Liaise with Senior Production Accountant regarding data for external cost reports and budgets. Bank reconciliation of Trust account on Vismax. Bank reconciliation of US Dollar account, on spreadsheet and conversion to sterling, entry of details to Vismax and journals for foreign exchange differences.

#### **Assistant Production Accountant. Principal Media Group Ltd**

##### **March 1999 to October 1999**

Principal Media Group Ltd is split into four Limited companies, PMG Management, Principal Pictures, Principal Films, Principal Large Format (IMAX). Accounting for the development phase of several projects and accounted for documentary programs in actual production. Responsible for completing all VAT returns for the company, and the Group VAT returns. Bank reconciliations for each Limited company account, and Production bank accounts, including currency accounts. All inter-company bank transfers, purchase ledger, bank and cheque payments, monitoring cash flow to all bank accounts. All Purchase Ledger and Sales ledger preparation and accounting, also producing cashbooks on Excel and entry of transactions to Access. Prepared a manual payroll monthly for eighteen employees and designed an Excel spreadsheet for this task. I have also prepared the payroll year-end manually and was responsible for all payroll matters.

#### **Assistant Production Accountant. TVF Productions Ltd**

##### **February 1998 to February 1999**

TVF Produces TV documentaries, sells Broadcast Rights, produces Videos and CD ROMs for various professional organisations. The postproduction edit suite 'On-Line Editing Ltd' is also part of the company. Production of reports from Sage, for all divisions accounts and individual production accounts. Preparation of the month end management reports and report on any variances was responsible for the Sales, Purchase and Nominal Ledger administration for each division, and the supervision of data entry of all transactions for the above. I controlled and reconciled all petty cash issues and recharges back to productions and divisions. I opened bank accounts for new programs going into production. Checked weekly cheque run and foreign payments. I performed all bank reconciliation's, inter-company transactions, company banking of sterling and foreign receipts. I accounted for program costs on Sage Line 50 to liaise with production managers and producers regarding authorised expenditure of direct costs. I have also calculated and produced Royalty distribution statements to over 100 external production companies and producers, using spreadsheets and by modifying Sage Line 50 reports function for this task. I produced the payroll for 40 members of staff including correspondence to the Inland Revenue, issues of P45's, P46's and the payroll year end involving the upgrade of Sage, the production of P14's, and year end return to the Inland Revenue. I was responsible for VAT returns for three VAT registered companies within the organisation and have been involved with the introduction of new controls and systems within the department. I interviewed, trained, and supervised a junior full-time assistant to the accounts department.

#### **Accounts Office Manager. Interactive Information Services Ltd**

##### **March 1994 to February 1998**

Interactive Information Services Ltd organise software exhibitions and conferences in the UK and USA  
November 1995 promoted from Accounts Assistant to Accounts Office Manager, responsible to the Group Finance Director and UK Company Accountant. Management of Sales and Purchase Ledger: ensuring that all functions are performed on time and entries are correct; produce statement runs; organise and perform credit control; chase on bad debts, writing to company's and instigating legal proceedings if necessary; organise supplier monthly payment runs by cheque; perform supplier statement reconciliations and deal with queries both externally and on the ledger. Company banking: cash book, petty cash and arranged foreign currency if needed. Verification of cost and revenue entries to the nominal ledger and cost centres per event/conference, checking that they are allocated to the correct budgets and doing general journal entries to re allocate costs and revenue. Weekly financial reports on sales performance to budgets; debtors report with regards individual events and conferences; market-wide revenue reports in relation to targets; and monthly, reports on unprocessed supplier invoices and purchase order commitments in relation to nominal codes and cost centres. Researched prospective employees; interviewed and trained the current accounts assistant; trained two employees as accounts assistants, to work in a support role to me; helped and instructed two company accountants with the accounting package and procedures particular to this industry. I piloted the Globe Accounting package in close communication with the software providers, as one of the first companies in the UK. Helped set up and test the conference/accounting database File Maker Pro and helped set in place the purchase order procedures within the company, providing instructions and reasons for their use to new members of staff via induction presentations and designed the layout of the purchase orders to be user friendly.

**Administrator/Accounts Assistant. Kaufmann Demuth & Company Ltd  
January 1991 to April 1993**

**Prior** Various temp positions / Travel