

# FRASER MACLEOD

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LinkedIn Profile



## SUMMARY

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Experienced and enthusiastic Assistant Accountant, with the ability to work under pressure in order to meet deadlines and produce excellent results. Enthusiastic, motivated and ready to take on the next challenge to build existing skills and knowledge.

- Strong organisational skills
- Ability to make commercially focused decisions
- Excellent verbal and written communication skills with all levels of stakeholders
- Ability to work collaboratively as part of a team
- Ability to work quickly and accurately while prioritising workloads



## EDUCATION

### **CIMA – Operational Level | Bristol College**

2009

E1 – Organisational Management

P1 – Management Accounting

F1 – Financial Reporting and Taxation

### **Accounting & Finance | Anglia Ruskin University**

2007-2009

Higher National Diploma in Accounting & Finance

### **GCSE | The Leys Public School, Cambridge**

1987-1989

9 GCSE's obtained



## EXPERIENCE

### Credit Control | Rural & Commercial Holdings

MARCH 2019 – JUNE 2021

Proactively manage and maintain the sales ledger to maximize cash flow and minimise debts. Responsible for own section of the sales ledger and successfully reduced the overdue debt from over £1m to £50k within the 2-month deadline. This includes;

- collection of overdue accounts by phone and email
- Proactively speaking to customers to ensure that payments will be made within the agreed payment terms
- Ensuring cash collection targets are achieved
- Allocation of customer payments
- Manage relationship with brokers, and build relationships with sales team to ensure swift resolution of queries

### Assistant Production Accountant | BBC, SKY1, Film Production Companies

JULY 2009 – OCTOBER 2015 & CURRENT

Assisting in the management and maintenance of the financial records for film and TV productions. This included;

- Overseeing cash flow
- Handling and disbursement of cash up to £10k per week
- Managing payroll for an average of 300 people per week. Dealing with all aspects of payroll including P60s, P11D, starters, leavers, expenses, liaising with HMRC, and all related payroll queries from employees.
- Keeping accurate financial records
- Analysing costs and expenditure
- Reconciliation of accounts
- VAT returns
- Assisting in budget preparation.

Jun 21 – Current	Hullraisers
May 15-Oct 15	And Then There Were None (BBC)
Sep 14-Nov 14	A Monster Calls (Film – Participant Media)
Apr 14-Sep 14	Wolf Hall (BBC)
Apr 13-Dec 13	Call the Midwife - Series 3 (BBC)
Oct 12-Apr 13	Trollied - Series 2/3 (Sky 1)
Feb 12-Oct 12	MI High - Series 6 (CBBC)
Sep 11- Jan 12	Love Bite (Film - WestEnd Films)
Feb 11-Aug 11	Stella - Series 1 (Sky1)
Sep 10-Jan 11	The Sparticle Mystery (CBBC)
Mar 10-Aug 10	Mistresses - Series 3 (BBC)
Oct 09-Feb 10	The Deep (BBC)

## **Warehouse & Claims Manager | Andrew McCulloch Ltd**

JULY 1989- AUGUST 2007

This was a family business where I worked from leaving school until the age of 30 when I left to study Accounting & Finance at University. My main duties were overall responsibility for the warehouse operation, including controlling goods in and out, and stock inventory. I was also responsible for insurance claims administration, cost reporting and sales analysis.



### **SYSTEMS EXPERIENCE**

- MS Office
- MyDaes
- SAP
- Oracle
- GFS
- Moneypenny
- Sage Line 50
- TAS books
- Eclipse Payroll
- Sage Payroll



### **WORK HISTORY GAP**

In October 2015, I left my role as Assistant Production Accountant to relocate to France. I moved back to the UK in 2017 to care for my terminally ill father.