

Megan Catherine Brown

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Manchester

I am a passionate and motivated individual with diverse experience in sport, youth work, and healthcare. My adaptability has allowed me to thrive in multi-disciplinary teams, where I have consistently delivered high standards of service and customer care. As I transition into a career in accounting, I am confident that the skills I've developed—such as working under pressure, problem-solving, and maintaining high attention to detail—will transfer seamlessly into this field. I am highly ambitious, reliable, and self-motivated, which aligns with the demands of the accounting profession. My experience in client-facing roles has sharpened my communication and interpersonal skills, which are essential for providing clear, accurate financial information. I am eager to embrace the challenges and rewards of a career in accounting within a forward-thinking organization, where I can contribute to success through precision, dedication, and a commitment to excellence.

Personal Details

Driver's License: Car

Eligible to work in the UK: Yes

Highest Level of Education: 1st class BSc Hons Degree

Work History

Cashier

'Adultery'

TV Drama – 6x45 min Episodes

Production Accountant – Dave Bowen

Location – Manchester

Company – Poison Pen Studios/ ITV

Trainee Accounts Assistant

'Brassic Series 7'

TV Comedy – 6x45 min Episodes

Production Accountant – Dave Bowen

Location – Manchester

Company – Calamity Films/ Sky

Accounts Trainee

'Pushers'

TV Comedy – 6x30 min Episodes

Production Accountant – Carl Morris

Location – Manchester

Company – Merman TV/ Channel 4

Megan Catherine Brown

- Reviewing and processing expense claims, verifying receipts, and ensuring expenses align with company policy and project budgets.
- Assisting in raising and tracking POs, matching them with invoices, and ensuring timely approval and payment.
- Supporting invoicing processes, tracking outstanding payments, and coordinating with vendors or clients on billing issues.
- Monitoring budget allocations for productions or departmental spending, updating costs, and reconciling expenses with budget limits.
- Using accounting software to input data, run reports, and maintain accurate records. Learning and navigating financial systems specific to the media industry.

Pharmacy Dispenser

Tesco pharmacy

- Completed qualifications in medicines counter assistant and dispenser.
- Provide customers with the highest standard of care.
- Dispensing prescription medication and providing pharmaceutical products to patients.
- Carrying out administrative duties and keeping detailed records
- Operation of effective stock control appropriate to the needs of the dispensary with the object of ensuring continuity of supply for patients and minimising wastage

Clinical Coder & summariser

Langworthy Medical Practice

- Analysing clinical correspondence and assigning codes using our medical systems onto patients' medical notes
- Delegating tasks to Doctors, Nurses, and my PA
- Following all relevant policies and procedures
- Coding patients' paper medical records on to our system (EMIS Web)
- Having excellent knowledge around medical terminology, anatomy and physiology, clinical procedures, injuries and many other medical conditions

Education

AAT Level 2 – In Progress

BSc (Hons) Degree Sport Coaching and Development – 1st class
The Manchester Metropolitan University

NVQ in Level 3 Health and Social Care
Pendleton College

A-Level or equivalent in AS Levels
Pendleton Six Form College

GCSE or equivalent in GCSE
All Hallows Business and Enterprise Sports
College

Skills

- IT Skills
- Problem solving
- Creativity
- Interpersonal skills
- Customer service
- Leadership
- Adaptability
- Self-motivation