

# Michelle Atkinson

## 1<sup>st</sup> Assistant Accountant

Based in Cheshire

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Full, clean Driving Licence since 1991

*Accountant with over 25 years' experience, looking for new opportunities in High End TV and Feature Films. Quick learner of systems and enthusiastic approach to new projects.*

### EXPERIENCE

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Experience of Eclipse, TPH, Team Engine, Equals, DPF, Raising PO's, Coutts, Cast, Crew and Stunt Payroll (Managing 220 on largest payroll), Accounts Payable, Cost code reconciliation, Bank Reconciliations, Period Close and VAT returns. Implementing the new PACT/BECTU rules.

Supplementary Member of The Production Guild

### CREDITS

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#### **1<sup>st</sup> Assistant Accountant**

January 2023 to March 2023

Production Company: ITVX, Sister Productions

Joined with Make a Move plus Screenskills programme.

Set up payroll process and completed weekly payroll under the new PACT/BECTU rules. Completed bank reconciliations, payments on Coutts, journals to correct Cost code errors.

#### **1<sup>st</sup> Assistant Accountant/Payroll Accountant**

##### **A KIND OF SPARK**

July 2022 to Current (post)

Production Company: CBBC, LS Productions, 9 Story Media

Production Accountant: Simon Gray

Producer: Paul Munn

Promoted from Cashier on Week 2. Shadowing Production Accountant in Wrap.

Led the accounts department for 10 days during prep whilst recruitment for new Production Accountant took place. Covered all elements of production accounts, shadowing Production Accountant, assisting with audit and setting up and undertaking ADR processes for post.

### INDUSTRY TRAINING

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#### **Member of Accounts Industry Transfer Programme – AITP 2022**

*ScreenSkills and thecallsheet.co.uk*

10-day training course led by Neil Cairns and The Call Sheet, covering cast & crew payroll, Equity/Bectu Petty Cash/P-Cards, Purchase Orders, Invoices, PSL, DPO, Sargent Disc, Movie Magic, reporting, protocol. Plus training about how the industry works, interview technique, CVs and Q&A's with crew.

## WORK EXPERIENCE

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### Finance Manager

**PLOUGH/BADGER INN** September 2013 to May 2022

- Process of all accounting transactions, including bank reconciliations, Petty cash, intercompany accounts etc.
- Data analysis and liaising with internal and external personnel
- Debt control, process initiation, HR, employee contracts, supplier and house rental contracts.
- Implementing all IT systems to allow system cohesion.
- Fraud prevention and assisting change due to covid.

*Transferable skills: Petty Cash, setting up processes and working to tight deadlines*

### Finance Manager

**CONCERT NETWORKS** 2009-2013

- Managing payroll for all employees
- Cashflow forecasting, processing all Suppliers invoices and payments.
- Monthly management accounts and presenting them to CEO.
- Pro active debt control and elimination of any potential budget issues
- Accounts Payable

*Transferable Skills: Accounts payable, ensuring forecasts/budgets were followed and liaise with relevant staff to prevent overspend.*

### Treasury Accountant/Senior Treasury Accountant

**HBOS** 2000-2005

- Led the Treasury merger from Capital Bank to Bank of Scotland to HBOS. Systems implementation and 3 changes over 3 years.
- Streamlined month end reporting from 2 days to 1.
- Implemented change of long-term funding to 1 day instead of previously taking 3 days.

*Transferable Skills: Forecasting and budgeting for management accounts.*

### Previous roles

VAT returns for ICI

Auditing, Doctors and Pharmaceutical Payments for NHS

## EDUCATION & TRAINING

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AITP Training with Screenskills

Part qualified CIMA Intermediate level

CIMA Stage 1

NVQ Level 2 to 4 (AAT) in Accounting (Foundation/Intermediate/Technician)

NVQ Level 3 in Business and Administration

Croners VAT courses (including UK and European)

Bsc (Hons) Combined Studies (2:2)

'AS' Maths (E)

DipHE Recreation Studies

BTEC Hotel and Catering Management

O' Levels 8 ranging from A to D

## SKILLS

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Problem Solving, process streaming, budget management, reconciliations, multi-tasking.

REFEREES ON REQUEST

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