

IN BRIEF

I am keen to become a valued member of a Production Accounting team either office based, hybrid or remote working as required. Happy to temporarily relocate if needed, with already established bases in Norfolk and Manchester. Currently available, I am open to Assistant Accountant/Cashier roles.

I believe my communication skills and life experiences allow me to build a good rapport with crew at all levels, whilst representing the Accounts Department in a professional and approachable manner. As a team member I bring passion and enthusiasm for the industry, along with my willingness to learn from those around me.

PRODUCTION EXPERIENCE

Jun 2025 – Nov 2025 **2nd Assistant Accountant**

Bergerac S2 Blacklight (Drama) Limited/Banijay

Expenses reconciliation remote role, one of first Banijay productions using live PMI/Equals integration

Jul 2024 – Oct 2024 **Payroll Assistant**

Amadeus (Sky)

EUR & GBP Crew (additional remote support to production in Hungary) Sargent-Disc Payroll, Journal entry

Nov 2023 – Jan 2024 **Accounts department trainee**

Brassic Series 6 (Sky) via ScreenSkills HETV placement – relocated to Manchester

AP input/supplier liaison, reviewing Equals expense submissions.

Aug 2023 – Oct 2023 **Accounts Assistant**

JOY (Netflix/Pathé Productions) via ScreenSkills Film placement – relocated to Ealing

AP input/reconciliation, RTW contact point.

Mar 2021 – Sep 2021 **Payroll Assistant**

SAS Rogue Heroes Series 1 HETV

Cast/Crew/Dailies (remote) TPH Payroll, Journal entry

AP input/reconciliation, RTW contact point.

Software previously used Eclipse/ Smart Accounting/PMI (expenses only) along with DPO & EzyPO, DocuSign, Adobe Sign, Xero & Sage on other projects. I have some previous experience operating production payroll using Sargent-Disc/TPH/Moneypenny and am familiar with the impact of IR35 and RTW requirements.

RELEVANT TRAINING

Transfer to Production Accounting (LightForge Academy/ScreenSkills) 2023

Production Accounting First Steps (Lucy Drake/John Yorke Story Academy) 2023

Step Up to Production Accountant course Production Guild in Manchester November 2024

High-end TV and Film Production Accountant Training - ScreenSkills 2024/25 cohort

Payroll Training (Maryllis Gonzalez) covering Payroll Set Up/Construction, Cast & Stunts, Crew & Dailies

Running UK Payroll: Cast and Stunts Production Guild 2025/ Crew & Dailies Production Guild 2025

VAT Essentials Production Guild 2025

Excel for Production - Fundamentals & Advanced 2024

TRANSFERABLE SKILLS

My previous work experience includes 10 years as a Counter Manager for a High Street bank reconciling up to 6 tills daily with a logical approach to identifying errors/discrepancies. Provided freelance some basic bookkeeping/admin services for skilled creatives in the Sculpture industry. Microsoft Office Suite, in particular Excel for problem solving, reconciliations and database design. Responding to ad hoc requests to design interactive spreadsheets/pivot tables to monitor costs such as SA allowances and per diems in a clear, presentable statement format to issue to agencies.

I am comfortable communicating confidently and clearly with clients, management, and suppliers alike to resolve queries in a diplomatic manner.