

Production Accountant Profile

Focusing in high-volume (£1-4M per episode), multi-episodic, HETV-drama series with a production-orientated approach. I am experienced in budgeting and budget management, financial analysis, forecasting and reporting. Other skills include UK payroll, bank, credit card and petty cash reconciliations, journals and administration of production floats and petty cash.

TV Career History

Production Accountant:

ITV Studios, "Shetland Series 5" May 18 – Jan 19

Two Brothers Pictures, "Strangers / White Dragon" Sep 17 – May 18

1st Assistant Accountant:

Mammoth Screen, "Next of Kin" Mar 17 – Aug 17

Mammoth Screen, "Fearless" Sep 16 – Feb 17

Sherlock TV Ltd, "Sherlock – Series 4" Apr 16 – Aug 16

BBC Grafton House Productions Ltd, "Thirteen" Jun 15 – Feb 16

Sherlock TV Ltd, "Sherlock – Special"
+ Production Accountant (Post) Dec 14 – May 15

Hartwood Television Ltd, "Lady Chatterley's Lover" Aug 14 – Dec 14

Hartwood Films, "Sherlock" Series 3 Jul 13 – Sep 13

2nd Assistant Accountant:

TCFTV UK Productions Ltd, "24: Live Another Day" Nov 13 – Jul 14

'Privileged' Productions / Lionsgate US, "The Royals" (Pilot) Sep 13 – Oct 13

Self-employed

Jan 06 – Jun 13

Tour, band and artist management. Founded I.T. start-up: music promotional, platform.

Education and Training

- Albert: Carbon Literacy (2017), BBC Fair Trading (2015), BBC Safety at Work (2014), BBC Production Safety (2014), BBC Contracts: Making The Right Decision (2014), BBC Data Protection (2013).
- Production Guild: Step Up to Production Accountant (2017), Movie Magic Budgeting and Scheduling (2016), Cashflow and Forecasting (2016), Intermediate Excel (2016)
- B.A. (Hons) Music and Media Management (1:1), 2 A' Levels and 10 O' Levels

Key Skills

Production Services

- Financial services include budgeting and budget management, analysis, forecasting and preparation of financial reports.
- UK payroll, AP process management, multinational and multi-episodic crew and supplier payments, cash sales, credit control, income reconciliation, petty cash and expenses management.
- Delivery to UK corporate, US studio, and Albert+ environmental policy, standards.
- Provision of international event and tour-management services: band logistics for club tours, concerts and recording projects.

I.T.

- A working knowledge of: Eclipse, Vista, Global Vista, Quicken, Quickbooks, Movie Magic Budgeting, HSBC.net, Barclays.net.
- Technical expertise in PC systems: Microsoft Office, Content Management Systems, Photoshop, website development and programming in HTML and CSS.
- A sound understanding of core I.T. concepts with a history of mainframe, network & PC support skills alongside contemporary mobile and social network stratagem.
- I'm able to learn, and adapt to, new software packages and I.T. systems.

People Management

- Looking after the day-to-day needs of artists and tour crew enabled me to foster good working relations with production crew, executives and team members.
- Held the chair of the voluntary Islington Custody Visitors Association panel for three years. Liaised with community stakeholders and senior representatives of the Police Authority. Other responsibilities included reactive, and proactive, problem management, candidate selection, group training and appraisals.

Personal Interests

Avant-garde music, online tech, modern Art, European cinema and Shakespearean theatre.

References

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