

# Claire Louise Treacy

---

**Address** 47 Guest Road, Eastleigh, Hampshire, SO50 6AP  
**E-mail address** claire.treacy@hotmail.co.uk  
**Telephone number** 07773 270333

## Profile

---

I am a proactive and enthusiastic professional, experienced in production accounting and administration. I have many transferable skills, in particular I am well organised and skilled in a number of tasks, and I can bring a professional and capable quality to any role.

I have a strong background in production and finance, and am very keen to further my career in film and TV production accounting. I am highly motivated and am seeking opportunities in the industry for an enthusiastic and hard-working individual. I am very proficient with various accounting programs, and can pick up new systems and skills very quickly. I also have my own car with a full UK driving license and business use insurance, and am based within a commutable distance of London and other areas in the south.

## Career Summary

---

**Assistant Accountant** 15 February – 31 July 2016

*The Level (2016) – ITV One*

- Medium-budget six-part drama for ITV, supporting the production accountant with all accounts payable and petty cash

**Credit Controller (Temporary)** 5 November 2015 – 12 February 2016

*Multiplay UK Ltd*

- Processing a multi-currency sales ledger, cashflow forecasting, credit control activities and double-entry bookkeeping

**Accounts Payable Assistant** 1 April – 25 September 2015

*Disney's 'Beauty and the Beast' (2017) – Cogsworth Productions Ltd*

- Accounts assistant with responsibility for matching invoices, reconciling and resolving queries in accounts payable

**Assistant Accountant** 27 February – 26 March 2015

*'People Just Do Nothing' Series 2 (2015) – BBC Three*

- Handling accounts payable for a low-budget sitcom, including all petty cash, reconciliations, payments and invoices

**1<sup>st</sup> Assistant Accountant** 29 September – 20 December 2014

*'Dad's Army' (2016) feature film – DA Productions Ltd*

- Managing the daily accounts payable function, and overseeing payroll, bank reconciliations and petty cash

**Assistant Accountant** 8 June – 2 August 2014

*'Awaiting' (2015) feature film*

- Accounting and administration on independent feature film, including raising purchase orders and handling invoices, processing and reconciling payments, budgeting, cost reporting, payroll and petty cash floats
- Co-ordination tasks such as logistics, catering, organising runners, managing the production office, and secretarial tasks

**Location Marshal** 22 July 2014

*'Wolf Hall' (BBC One) – BBC One*

- Location runner on a one-day shoot for a BBC drama, including crowd control, site and vehicle management

**Production Runner (work experience)** 10 January & 7 February 2014

*Rostand Productions*

- Runner activities on location, support with production equipment and providing office and editing assistance

**Senior Investments Administrator** 18 Jun 2007 – 28 February 2014

*Skandia UK*

- Investment operations administration, multi-currency cash and asset reconciliations, unit pricing and conducting audits
- Responsible for a number of key asset accounts, and for providing technical knowledge and project admin support

## Qualifications

---

### **ACCA Diploma in Accounting & Business**

*In progress*

*Association of Chartered Certified Accountants*

This Level 4 qualification develops skills across a variety of sectors including accountancy, consulting, banking and industry, as well as within tax systems and auditing, and enables candidates to be prepared for a range of accountancy, finance and business challenges.

### **Investment Operations Certificate (IOC)**

October 2011

*CISI Investment Operations Certificate (Level 3)*

An international qualification designed to provide an overview of the financial services industry, comprising of an investments unit, a regulatory unit and technical unit in global securities operations, taxation and settlements.

### **HND Advertising & Media Communications**

September 2006 – June 2008

*Southampton Solent University*

A 2-year diploma studying promotional media, advertising design, media production, copywriting and scriptwriting, and global media culture. Live industry briefs and assignments included a business and marketing plan, producing and filming a news report, a graphic design project, and website content and design.

## Key Skills

---

### **Production Accountancy**

I have worked on a number of productions as an assistant accountant (both on feature films and in TV), where I managed the invoicing and accounts payable process, as well as crew payroll, bank reconciliations and journals. I have previously handled all accounts payable, petty cash, payroll, reconciliations, cost reporting and production assets register. I have also worked as a freelance bookkeeper and have run my own business, where I was responsible for all communications and administration, invoicing, expenses, PAYE schemes, corporation tax, annual returns and VAT returns.

### **Project Co-ordination**

Through assignments on significant development projects, I have developed strong organisational skills and a good understanding of project methodology. I have had exposure to tasks such as defining deliverables and requirements, benefits realisation, risk management, budgeting, reporting and document control. For example, I was engaged as a consultant to a project for the replacement of a key department system, which involved tasks such as preparing and performing user-acceptance testing, producing training material, identifying risks, and liaising with technical specialists and processing teams.

### **Finance Account Management**

Within my role as a subject matter expert for an Investment Management organisation, I managed the account reconciliation and fund administration for a number of key company accounts. I also have experience in managing service level agreements (SLAs) with third party distributors, and regularly facilitated discussions with a number of internal and external contacts. My role also involved analysis and resolution of complex asset management issues, meeting deadlines and targets, managing reporting tools, and developing and maintaining improvements to processes and systems.

### **Continuous Improvement and Innovation**

Whilst in full time employment, I championed a program of process improvement with the support of my team, challenging outdated procedures and streamlining processes to be more efficient, with the aim of improving results and reducing business costs. This allowed me to free sufficient resource to support other staff in the department and assist them in meeting their targets. I was also presented with a company award for being 'Exceptional at Delivery', due to showing exemplary commitment to meeting tight deadlines and dedication in helping to embed an important department initiative.

## Software Skills

---

Global Vista  
MoneyPenny

Eclipse  
QuickBooks

Sage 50 Professional  
Office Programs (Excel, Word, Access etc.)

## References

---

### **James Richardson**

Production Accountant  
(‘Beauty and the Beast’)

T : 01932 593670

E: [james.richardson@wdsprod.com](mailto:james.richardson@wdsprod.com)

### **Paddy Robinson-Griffin**

Line Producer  
(‘Awaiting’)

T: 07974 441149

E: [paddy@yatta.co.uk](mailto:paddy@yatta.co.uk)