

<b>Job Title:</b>	Assistant Production Accountant - Apprenticeship
<b>Reports to:</b>	Project Manager
<b>Direct Reports</b>	N/A
<b>Location:</b>	ScreenSkills and on location
<b>Fixed Term Contract:</b>	17 months (June 2020-September 2021)
<b>Salary:</b>	£19,565
<b>Cost Code:</b>	
<b>Start Date:</b>	July 2020 tbc

## About The ScreenSkills Apprenticeship Programme

### About ScreenSkills:

ScreenSkills is the industry-led skills body for the UK's screen industries – film, television (high-end, children's, unscripted), VFX, animation and games. Our mission is to lead on building skills and talent, finding, developing and sustaining a properly inclusive workforce to support the screen industries across the whole of the country and power growth.

Our Board and Advisory Councils comprise committed senior industry leaders from across the screen sector, representing large and small organisations and businesses across the UK.

### About the Apprenticeship Programme:

This is an exciting opportunity for 10 people to undertake an Assistant Accountant apprenticeship to enter the film and TV industries. The successful applicants will be employed by ScreenSkills on a fixed term contract, undertake work placements with Netflix and Warner Bros. as well as undertaking training with an external training provider (i.e. a college or private sector training provider).

The industry placements may be located in various parts of the country for which applicants must be prepared to travel or relocate temporarily and for attendance at the training provider. Although we cannot provide additional funding for travel and accommodation costs, but we will support successful candidates where possible to minimise additional costs and disruption.

## Role purpose:

The assistant production accountant – the role is part of a team of production accountants and assistant production accountants. Although being part of a wider finance community, the role is embedded within production departments, working closely with the production management teams. In pre-production, production accountants help the producers and production managers prepare budgets and estimated final cost reports. During production, they oversee all payments, manage payroll and provide daily or weekly cost reports. They also produce costs forecasts to evaluate the impact of any production changes.

The purpose of the assistant accountant role is to:

- Support the production accountant in managing the financial control of a production/ slate of productions
- Work with the production accountant and production accounting manager to ensure the delivery of timely and accurate financial information to support effective cost management of productions

Read more about the role [here](#)

### Key responsibilities:

Typical work activities include some or all the following tasks:

- To support the production accountant in their activities and responsibilities such as assisting with budgets, maintaining records and preparing statements
- To input supplier invoices to the accounting/cost reporting software in a timely and accurate manner
- To prepare regular payment runs for approval by the production accountant and core finance team
- To liaise with the core finance team to ensure floats are requested in a timely manner
- To monitor and review outstanding floats/advances/credit card statements
- To support the production accountant with monthly reconciliations
- To provide any other ad-hoc analysis as required

### Essential skills and experience and/or qualifications

Educational experience: *(Please choose one of the following)*

- **GCSE (grades 9-4 or grades A\*-C) or equivalent, Level 2 Diploma, Level 2 NVQ) or equivalent**

Work related experience: *(Please choose one of the following)*

- **Not Applicable**

Essential:

- Excellent communication and 'people' skills
- Good organisational skills and attention to detail
- Good administrative and computer skills
- The ability to work without supervision and use your own initiative
- Numerate with analytical and problem-solving skills.
- Flexibility and adaptability
- The ability to work under pressure and to strict deadlines.

At the end of the apprenticeship, you will be expected to demonstrate:

- A passion for developing and producing content for TV/film productions
- An ability to work effectively both individually and collaboratively as part of a production team
- An ability to think critically and creatively

- A strong work ethic and commitment in order to meet the standards required
- Recognition of and compliance with equality and diversity in the workplace.

### **Apprentice Responsibilities:**

**Learn and develop occupational skills** - As an employee-in-training, apprentices exhibit an enthusiasm to learn and a keen interest in the screen industries. They display an eagerness to build their knowledge and are willing to put in the effort to develop their skills.

**Attend training with an off-the-job training provider** - Apprenticeships typically involve occupation-related classes with an external college or training provider which an apprentice needs to attend on a regular basis and is in addition to the on-the-job training gained as part of the job.

**Adhere to health and safety regulations** - Health and safety regulations are important, so apprentices must adhere to the business' set standards as well as comply to legal regulations. This will help ensure the safety of both the apprentice and colleagues.

**Complete training assignments** - The majority of an apprentice's work is done during business hours, however, there is often a need to do assignments out of work hours. Apprentices need to complete all assignments to build their knowledge and skillset and to meet the requirements of the apprenticeship.

**Follow company processes** - Apprentices need to follow all rules established by their employer and their placement host employers.

### **Corporate responsibilities of all ScreenSkills personnel:**

- Demonstrate a personal commitment to embracing and promoting ScreenSkills' positive approach to the achievement of acceptance, openness, and equality of opportunity at work for people from under-represented groups (e.g. such as those with disabilities and from the lesbian, gay, bisexual and transgender and black, Asian and minority ethnic communities).
- Promote and develop individual and organisational activities which support and enhance environmental sustainability and health and safety objectives.

**This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing. Your manager will, in discussion with you, review the job description at appraisal. It is ScreenSkills' intention to work with you to update and incorporate changes to your job description as required. However, if agreement cannot be reached, ScreenSkills reserves the right to impose changes.**

*ScreenSkills is committed to diversity and equality of opportunity in all aspects of our work. We particularly welcome applications from under-represented groups such as returning parents or carers who are re-entering after a career break, women, people who are LGBTQ+, from black, Asian and minority ethnic (BAME) backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, from a less advantaged socio-economic background as well as any other under-represented group.*