



High-end TV and Film: Accounts Industry Transfer Programme

Course Description

The programme is designed for accountants working outside the screen industries who want to move into production accounting. The course has been developed and is delivered by TV and film industry professionals with first-hand, practical knowledge and experience. The online training modules will be readily accessible to candidates across the UK. These will be enhanced by live tutorials.

Through this course participants will gain a broad understanding of how the High End TV (HETV) and film industries work and a detailed understanding of the role and requirements of An Assistant Production Accountant.

Having successfully completed the course, participants will be invited to a 'Meet the Employer' event.



Course Breakdown

Module 1 – Introduction to The Business of Television and Film

Alistair Maclean-Clark, Film Producer

- Overview of the TV and film production industries including:
 - Development
 - Pre-Production
 - Production
 - Post-Production
 - Sales and Distribution

Module 2 - Introduction to The Physical Production Process

Thea Harvey, Line Producer

- Showing why the Finance and Production Departments must work closely together through the pre-production and production process
- How a line producer and production accountant work together
- How they should both work with the key department heads
- What are the areas that a production accountant must look out for
- The important role of a Production Accountant

Module 3 – The Mechanics of The Physical Production Process

Gina Cronk, Drama Producer

- Marrying creative and costs
- How the script informs the budget and both relate to physical production
- Reviewing elements of *'The Great Fire'*
- <https://www.youtube.com/watch?v=acyERCXJF-o>
- Production hierarchy

Module 4 – The Roles of The Heads of Department

Thea Harvey, Line Producer

- Who's who and who does what

Module 5 – Accounting Processes and Procedures; Setting Up

Maryllis Gonzalez, Financial Controller

- Introduction
- Setting up





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- Budget
- Chart of accounts
- Vendor maintenance
- Filing / Online 'boxes'

Module 6 – Accounting Processes and Procedures; Accounts Payable

Maryllis Gonzalez, Financial Controller

- Entering
- PO: creating of a PO and its categories: matches, over, under and closes
- Tagging: tax credit, vatable, insurance, other
- Coding
- Payments: Urgent and weekly BACS run
- Non-GBP entries
- Deposits & Proformas

Students participate in a live Q&A session with the tutor before progressing to the next module. Date to be confirmed

Module 7 – Petty Cash/ Pre-paid Cards 1

Maryllis Gonzalez, Financial Controller

- Cashless productions
- Use of pre-paid cards
- Float or Pre-paid card request
- What's the imprest system
- Basic tips for petty cash and pre-paid cards

Module 8 – Petty Cash/ Pre-paid Cards 2

Maryllis Gonzalez, Financial Controller

- Entering expenses claim forms
- Direct entry vs import
- Repayments and top-ups
- Non-float
- Logs, reconciliations and closing floats

Students participate in a live Q&A session with the tutor before progressing to the next module. Date to be confirmed

Module 9 – Payroll for HETV Drama and Films 1

Maryllis Gonzalez, Financial Controller





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- Psychology of money
- Film, Tv & Construction agreements
- Types of payroll: ATL, BTL and Construction
- Payroll Bureau and Compliance
- Onboarding, contracts, timesheets
- PAYE, Self-employed and limited companies
- BTL payroll: Crew & Dailies

Module 10 – Payroll for HETV Drama and Films 2

Maryllis Gonzalez, Financial Controller

- ATL payroll: Cast & Stunts
- Equity Contract
- FEU 1,2, & 4
- Equity Pensions
- Working with Int'l Cast
- Construction payroll

Students participate in a live Q&A session with the tutor before progressing to the next module. Date to be confirmed

Module 11 – The Role of Assistant Production Accountant

Maryllis Gonzalez, Financial Controller

- Accounts Dept roles and job titles
- Profile and Skills
- The TB and Journals
- Templates & Memos
- Funding invoices
- Insurance claims
- Inter-currency and Intercompany

Module 12 – Reports

Maryllis Gonzalez, Financial Controller

- How to read and the importance of reporting
- Call sheets
- AD and progress reports
- Cost reports





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Module 13 – Episodic Budgeting

Carmen Rosa, Financial Controller

- Simultaneous cost tracking of consecutive episodes at prep, shoot and post-production
- Amort and pattern budgeting, using patterns to create episode budgets

Module 14 – Other non-Production Costs

Maryllis Gonzalez, Financial Controller

How to manage the implications of other costs outside the overall production budget

- Recharges
- Asset sales
- Publicity

Module 15 – Budgeting and Accounting Systems

Maryllis Gonzalez, Financial Controller

- Entertainment Partners: MMB, MMS and Smart Accounting
- MoneyPenny/ Mydaes
- Sargent Disc/ Cast & Crew/ PSL
- SetKeeper
- TeamEngine
- TPH/Eclipse

Module 16 – Film Post-Production, The Shoot’s Wrapped, What’s Next?

Miranda Jones, Post-Production Supervisor

- What actually happens during the post-production phase?
- Where does VFX fit during production
- The scope of VFX illustrated with real examples e.g., BlueBolt - Taboo
- How is the post-production accounting process managed?

Module 17 - Practical Case Study of a High-End TV Project

Maryllis Gonzalez, Financial Controller

A live session with the tutor. Date to be confirmed

Students to read a script (portion of) of a TV show episode and the corresponding callsheet for the shooting day of that episode. Then students required to:





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- Determine a list of costs and departments involved
- Asses through the callsheet any other additional costs
- Demonstrate they fully understand how the budget relates to the episode and the key areas to look out for

Module 18 - The Need for Diversity in The Workplace

Lauren McCallum, Head of VFX Production, Europe, Scanline VFX

- Defining Diversity & Inclusion, what is Unconscious Bias?
- D&I state of play
- Lexicon and terms
- The importance of Diversity in creative teams
 - Why create Diverse teams?
 - How does diversity in crew equate to diversity in creativity?
 - Does Inclusion mean sacrificing talent?
- Why is D&I important for clients?
- How to create a sense of Belonging in a studio

Module 19 – People Skills

Jenny Burbage, Communications and life skills coach

Learn the key business skills you'll need to succeed in the film industry. An interactive presentation skills workshop and bite-size films that give you the toolkit and confidence needed to land and do your dream job.

- Presentation skills workshop
 - An exploration of self
 - Manage nerves, keep calm and project
 - How to project the best version of yourself
 - How to take and give constructive feedback
- Your personal brand in person and online
- Interview skills
- Networking

Meet the Employer

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