

TRACEY HILL

Rhodes University	Bachelor of Commerce Degree (BCOMM) Majored in Accounting and Law (Chartered Accountant Curriculum) AFTRS: Industry Cert in Production Accounting - Distinction
Fort Hare University	Post graduate diploma in Higher Education Training (PGDHET)
Damelin	Diploma in Manager Development
TAFE	Data Analysis Essentials

SOFTWARE SKILLS

ERP : **PSL +, Eclipse, Money Penny (MYDAES)** SAP, **Quick Books, Xero**, Oracle Discoverer, Omnibos, 8.1.4, Microsoft Dynamics (Great Plains) , Agresso. SAGE,
Payroll : **Money Penny Key Pay, Approval Max, Kronos Workforce Central**
Reporting/ Dashboarding: SAP BI, SAP Analytics cloud, QlikSense, Crystal FRX,
Other: Microsoft Excel, Analysis for Excel

CAREER HIGHLIGHTS

I am currently working in the film industry, and would like to further my career in this space. I have completed the following course AFTRS: Industry Cert in Production accounting with a distinction.

Key accomplishments

Rebate/ Incentive applications
BAS
Cost reporting and Budgeting
Payroll – Cast and Crew
Hot costs
Mentoring and Training
Setting up systems
Managing of Team

I am based on the Northern Gold Coast and I am willing to travel both locally and interstate

GATTO PRODUCTIONS PTY LTD

PRODUCTION ACCOUNTANT

OCT 2021

FILM: TICKET TO PARADISE – NBCU Production

- General Production accounting
- Bank Recons
- Bank payment files
- Journals/ Distribution changes
- Managed team of 6
- Location offset
- PDV Rebate
- Production Attraction incentive
- BAS
- Production Audit

STARGIRL PTY LTD

1st ASSISTANT ACCOUNTANT

MAY 2021- OCT 2021

FILM: TRUE SPIRIT – Netflix Production

- General Production accounting
- Producer offset
- PDV Rebate
- Production Attraction incentive
- BAS

THE POSSESSED PTY LTD

PRODUCTION ACCOUNTANT

OCTOBER 2020 – APRIL 2021

FILM: THE Possessed – Privately funded

- Production accounting
- Enterprise award interpretation
- Payroll , Cast, Crew and Extras
- Per Diems
- Hot Costs
- Picture deal Break downs
- Labour modelling
- Petty Cash
- Bank Reconciliations
- Training on Purchase Order, Timesheeting and Petty cash/Expense systems
- Creation of training material
- Producer offset Funding
- Contract template development.
- Post production and Producer offset applications
- Audit

VILLAGE ROADSHOW THEME PARKS**COMMERCIAL ANALYST and MANAGEMENT ACCOUNTANT**

DEC 2013 – SEPTEMBER 2020

SECTOR: HOSPITALITY AND TOURISM

- Extension of the below role with key focus area - Labour
- Dashboards and data visualisations
- Labour budget modelling
- Collaboration between HR, Payroll, Workforce planning and operations
- Analyse and modeling of trends to provide actionable business insights
- Conduct reviews and evaluations for cost-reduction opportunities
- Analysis of variances with recommendations
- Monthly Labour presentation to Exec team
- Headcount calculations for Peak season
- Interpretation of industrial instruments to advise possible impact to the business pro-actively (i.e. legislative, best practice, industry trends)
- Employee net promoter score insights
- Mentoring of Junior analysts
- Providing commercial insights and actionable recommendations to support and grow business profitability and sustainability.
- Monthly management accounts
- Provide recommendations for the development of financial systems and procedures.
- Co- ordination and preparation of budget
- Monthly management meeting with Head of departments to discuss monthly performance in relation to budgets
- Consignment and concessionaire profit share calculations
- Balance Sheet Reconciliations
- Extensive adhoc reporting
- Assist with preparation of Annual Financial Statements
- Preparing schedules required for statutory audit
- Liase with both internal and external auditors

UNIVERSITY OF FORT HARE**GENERAL MANAGER: BUDGETING AND FINANCIAL PLANNING MANAGER**

AUG 2010 till DEC 2013 (Consultant) to University of Fort Hare and Walter Sisulu University

MAR 2004 till JULY 2010 (Permanent)

SECTOR: EDUCATION

DUBLIN CITY UNIVERSITY - IRELAND**ASSISTANT FINANCE DIRECTOR**

AUG 2002 to DEC 2003

SECTOR: EDUCATION

GUINNESS IRELAND GROUP**FINANCIAL ACCOUNTS ANALYST AND TREASURY MANAGER**

SEP 2001 to JULY 2002

SECTOR: RETAIL AND MANUFACTURING

MC CARTHY BONUS BUILDING SUPPLIES PTY LTD AND HOMEBUILD FINANCE PTY LTD SOUTH AFRICA AND BOTSWANA

FINANCIAL MANAGER

MAY 1999 to AUG 2001

SECTOR: RETAIL AND FINANCIAL SERVICES

BECKER AUTOMOTIVE SOUTH AFRICA

FINANCIAL MANAGER

(MAY 1998 to MAY 1999)

SECTOR: MANUFACTURING AND RETAIL

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