

JESSIE ANEMA

📍 ROCHEDALE SOUTH, 4123 AUSTRALIA 📞 0422 720 725

◦ DETAILS ◦

Rochdale South, 4123
Australia
0422 720 725

jessieanema@yahoo.com.au

◦ SKILLS ◦

Proficiency in Vista 5,
Eclipse and PSL+
Accounting Software

Proficiency with SmartPO

Attention to Detail

Critical Thinking

Microsoft Office Proficiency

Multi-Tasking

Time Management &
Organisational Skills

Incentive & FBT Reporting

PDV Rebate Preparation

◦ REFERENCES ◦

Jannine Barnes
Production Accountant
0413 022 173

Lorraine Pickering
Production Accountant
0402 283 432

Samantha Scowcroft
Financial Controller
+44 748 084 6315
+61 418 222 606

👤 PROFILE

Equal parts logical and creative, I thrive off the demanding and fast paced nature of the film industry. My attention to detail and organisational skills are of utmost importance. With qualifications in both film & TV production and accounting, I am motivated and dedicated to furthering my career within the production industry.

🏢 EMPLOYMENT HISTORY

2nd Assistant Accountant at Hourglass S2 (Monarch), Gold Coast

March 2024 — Present

Duties: Accounts Payable auditing and entry into accounting software (Vista 5). Entry of Purchase Orders into accounting software and use of SmartPO. Liaising with multiple art department co-ordinators as their primary accounts contact. Vendor set-up's, administrative and filing duties.

2nd Assistant Accountant/Key 2nd Assistant Accountant at Apples Never Fall, Gold Coast

February 2023 — August 2023, November 2023 - February 2024

Duties: Petty Cash, Fuel Claims & CASHet (PCard) auditing and entry into accounting software (Vista 5). Assistance with accounts payable, urgent payments (EFT's), administrative and filing duties. Training staff and managing employees within the team.

Accounts Assistant at Eureka Productions, Brisbane

June 2022 — February 2023, August 2023 - November 2023

Duties: Accounts Payable, Petty Cash & Debit Card auditing & entry into accounting software (Eclipse). Reviewing payroll summaries, bank reconciliations. administrative and filing duties. Preparation of PDV Rebates.

Accounts Clerk at The Wilds S2, Gold Coast

April 2021 — June 2022

Duties: Receiving, organising, and matching invoices and petty cash, preparing files for audit, record keeping, vendor set-ups, administrative duties, use of accounting software (PSL+), assisting with FBT & incentive reporting

★ FILM PROJECTS

2nd Assistant Accountant/Key 2nd Assistant Accountant - Apples Never Fall (NBCUniversal, 2023)

Accounts Assistant – Farmer Wants a Wife S13 (Eureka Productions, 2022)

Accounts Assistant – The Parent Test (Eureka Productions, 2022)

Accounts Assistant – The Real Love Boat (Eureka Productions, 2022)

Accounts Clerk – The Wilds Season 2 (Hoodlum Productions, 2021)

🎓 EDUCATION

Bachelor of Business (Accountancy), Queensland University of Technology, Brisbane

July 2018 — November 2020

Graduated with Distinction (GPA 6.2)

Bachelor of Fine Arts (Film, TV and New Media Production), Queensland University of Technology, Brisbane

March 2016 — November 2018

Graduated with Distinction (GPA 5.6)