

SUMMARY OF **PRODUCTION ACCOUNTING** EXPERIENCE

I am a Film and Television professional with a sharp focus on production accounting previously based within Australia, providing services for the US and local feature film and HETV market. My experience is backed up with a Post Graduate Diploma in Business, majoring in Accountancy, and an early career in front line hospitality which provided me with five-star customer service and communication skills. I have strong organisational and leadership skills forged from my time producing local Australian content for broadcast, and independent feature and short film for theatrical release.

Accounts Payable, Receivable, PC & Expense Cards	Cash Accounting and implementation of Controls
Bank & Vendor Statement Reconciliation	Budget Preparation and Analysis
Financial Reporting	Internal Audit, External Audit Preparation
Cost Accounting	Project Management
Bad Debt Recovery	Income Tax and GST reporting & lodgement
ECLIPSE, VISTA, PSL, EZYPO, DPF, OFFICE SUITE, XERO	Pivot table creation, data analytics
Producer Offset Audit Preparation	Payroll

PROFESSIONAL EXPERIENCE

PRODUCTION ACCOUNTANT – “Dance with TOM” ABC KIDS – ALLSTORY PICTURES (MAY – SEP2025 PT)

- Managing financial & cost reporting requirements for Production: “Dance with Tom”
- Managing development budgets and cost reporting across the existing slate for Allstory Pictures PTY LTD.
- Managing BAS and Income Tax requirements and subsequent reporting for Allstory Pictures PTY LTD.

2nd ASSISTANT ACCOUNTANT – “APEX” FEATURE NETFLIX (DEC2024 – MAY 2025)

- Accounts Payable: SFX, GRIPS, L/X, PRODUCTION, LOCATIONS, STUNTS

2nd ASSISTANT ACCOUNTANT – “Outlander S8” HETV LEFTBANK (JAN-OCT2024)

- Primary Accounts Payable – SFX, TRANSPORT, GRIPS, LX, PRODUCTION
- Check runs & ABA payments.

ASSISTANT ACCOUNTANT – “Boy Swallows Universe” HETV NETFLIX AUD\$52M (Jun 2022 – Jan 2023)

- Accounting Software: Eclipse, Excel, EzyPO, Digital Paper Flow, & Airwallex
- Petty Cash & Expense Card Management: 75X crew cards across AUD\$1.04M expense spending.
- Accounts Payable: PO management, account payments, cash flow management.

ART DEPARTMENT ACCOUNTANT – “Young Rock 2” HETV NBC Universal AUD\$90M (Aug 2021 – Mar 2022)

- Accounting Software: Eclipse, Excel, EzyPO, & Docusign
- Management of Art Department budget & cost management with department supervisors, accounts payable & petty cash management.
- Cost Reporting to department heads & line producer.
- Accounts payable

PRODUCTION ACCOUNTANT – “Incarceration Nation” – FEATURE DOC – SBS AUD\$1.5M (Oct 2020 - June 2021 PT)

- Accounting software: Xero & Excel
- Monthly cost reporting in & budget updates with producer using excel.
- Setting up production within Xero including creating chart of accounts.
- Accounts payable & receivable. Managing cash flow throughout from pre to post production.
- Tracking government incentive spending & reporting to stakeholders with unique cost reports, & trial balances.
- Tracking GST & Superannuation expenses & reporting to government.
- Generating bank payment runs and production bank account reconciliation.
- Regular delivery of financial reports to stakeholders at agreed points in production, and final delivery of accounts and reports to 3rd party auditors prior to final delivery to financial stakeholders.
- Reviewing and submitting business income tax returns
- Interpreting stakeholder, cast & crew agreements in regards to financial items.
- Generation and submission of final Producer Offset application to Screen Australia

POST PRODUCTION ACCOUNTANT – “Bowling Them Over” – FLICK CHICKS – SBS AUD\$650K (Jan - Jul 2021 PT)

- Accounting software: XERO & Excel.
- Reviewing previous production accounting activities and implementing changes and adjustments based on existing stakeholder agreements previously not enacted.
- Deep diving into financial records to accurately account for spending & budgeted costs.
- Retrospectively adding tracking data to expenses allowing for accurate stakeholder reporting regarding federal and state government incentive funding.
- Generating accurate postproduction, and final delivery cost reports and financial reports for stakeholders.
- GST, Superannuation, and Income tax preparation and submission through business portals.
- Preparation of accounts and reports for audit. Liaising with 3rd party auditors to answer questions, and review accounts in preparation for final report submission of Producer Offset application to Screen Australia.

PRODUCTION ACCOUNTANT – “Robbie Hood” & “Content”- LUDO STUDIOS AUD \$1.5M (Oct 2018 – Dec 2019 PT)

- Accounting software: Xero & Excel.
- Preparing and running cost reports for producers & Ludo executives.
- Running payroll through Xero for crew & cast of approx. 40 on fortnightly basis, (7 weeks production).
- Accounts payable: invoice payment, cash flow management, generating payment plans for producers to pay.
- Petty cash & crew credit card reconciliation and reimbursement payments. 4x company cards.
- State and Federal government incentive cost tracking allowing unique cost reporting for different stakeholders.
- Reporting & paying GST & Superannuation.
- Preparation for audit by 3rd party & responding to resulting queries.
- Preparation and submission for successful Enterprise Development grant.

2nd ASSISTANT ACCOUNTANT AP – “Thirteen Lives”- MGM AUD\$100M FEATURE FILM – (Jan-Jul 2021)

- Accounting Software: PSL, EzyPO & Excel
- Accounts Payable: Purchase order management, vendor account management, large batch payment runs.
- Petty Cash: Auditing & entering PC reimbursement envelopes.

2nd ASSISTANT ACCOUNTANT AP– “Reef Break”- HETV – AUD\$150M TOUCHSTONE PICTURES (Jan-Sept2019)

- Accounting Software: Paper PO system, Eclipse, & Excel
- Accounts Payable: Purchase order management, cost management, vendor and department head relationship management, file management and audit preparation.

2nd ASSISTANT ACCOUNTANT – “Danger Close Production Pty Ltd” – AUD \$15M FEATURE FILM (April-July 2018)

- Accounts Payable & Petty Cash Accountant

VOCATIONAL TRAINER – “Queensland School of Film & Television” – Part Time (July 2017 – Apr 2023)

- Training 2 x classes in Certificate 3 in Screen Media
- Training Advanced Diploma Students in Production Coordination, Production Management, & Business Essential.
- Supervising development, production & delivery of graduating films

PRIMARY CARER: Part Time (2016-2018)

- Looking after my 3 young children whilst my partner returned to full time work.

PRODUCTION ACCOUNTANT – “People of the Vines” DOC SERIES - Network 10, SBS AUST (2014-2016 PT)

- Annual reporting to key stakeholders and ATO
- Budget creation, financial & cost reporting
- Contracting with sponsors, distributors, and service providers
- Reconciled bank statements

2nd 2nd ASSISTANT ACCOUNTANT AP – “The Shallows” FEATURE FILM (2015-2016)**ACCOUNTS CLERK - “Pirates of the Caribbean 5” FEATURE FILM DISNEY USD\$250 (2014-2015)****PRODUCER & PARTNER - “Blacmac Productions” Part Time (2010 – Present)**

- Successful production of a single shot feature film “Eight” & delivering all necessary assets, legal documents, and marketing material to US and Australian sales agents and distributors.
- Created social media content used to promote the successful screenings of “Eight” throughout Australia.
- Creation and delivery of 2 x 6 part TV series titled “People of the Vines” to Network 10, including additional promotional material and website.

- Created and delivered TVC for Bluesky Brewery for broadcast that met specifications of client.
- Full list of productions and awards at www.blacmacproductions.com

TECHNICAL MANAGER “QPIX” (July 2013 – December 2013)

- Trained student film makers in Final Cut X, camera, sound, and lighting techniques.
- Broadcast equipment maintenance. Management of studio & gear rental.
- Digital content creation.
- Provided post production support to QPIX for student and client projects.

TRAINER & SUPERVISING PRODUCER - “QPIX” (May – November 2010)

FREELANCE FILM AND TV CREW (2006-Present)

- Freelance services to the Queensland film and TV industry in all departments of media production. International credits include the creation of international documentary content for non-government organisations SAHA, CIVICUS, and the Arts Therapy Centre in Johannesburg, South Africa.
- Services provided to Pirates of the Caribbean 5, The Shallows, Unbroken, Mental, The Railway Man, Mabo, Sea Patrol, Terra Nova, X-Factor, The Voice, & RSPCA Animal Rescue.

VOLUNTEER IT TRAINER “OASIS Global” Johannesburg, South Africa (May 2007 – October 2009)

- Provided IT training to disadvantaged high school leavers in Deipsloot, South Africa.
- Cross cultural communications & capacity building
- Curriculum planning & assessment

ASSISTANT MANAGER “Hillcrest Central Apartments” Brisbane, Australia (March 2005 – August 2007)

- Human Resource Management, Financial Management, Project Management, & Operations Management

OTHER RELEVANT EXPERIENCE

FRONT OFFICE MANAGER - “The Aspen on Queenstown” New Zealand (May 2003- November 2004)

GUEST SERVICES - “Conrad Treasury Hotel” Brisbane, Australia (October 2002 – May 2003)

FRONT OF HOUSE SUPERVISOR & NIGHT AUDITOR- “Duke’s Hotel – London” – (November 2001 – September 2002)

STORE MANAGER/DIVE MASTER - “Deep Blue Divers” Dahab, Egypt (November 2000 – October 2001)

CONCIERGE - “Halcyon Hotel” London, UK (June 1999 - September 2000)

ACTIVITIES & ENTERTAINMENT MANAGER - “Brampton Island Resort” QLD (August 1997 – February 1999)

TERTIARY EDUCATION

GRADUATE DIPLOMA IN BUSINESS (Professional Accounting) – QUT (2015)

- High level understanding of accounting for companies, the corporate legal climate, cost accounting, managerial finance theories and techniques, auditing practices and associated regulations, and familiarity with the Australian Accounting Standards.
- GPA = 6 (Distinction) Including; Audit and Assurance = 7 (High Distinction) Taxation Law and Practice = 6
- Completed the QUT Mentor Program 2013 and nominated for Mentee of the Year.

BA LEISURE MANAGEMENT– Griffith University (1996)

- Management focus within the leisure, tourism, and recreation industry providing insight into management theory, communication, marketing, statistical analysis, and business development.

CERTIFICATE IV IN TRAINING AND ASSESSMENT - Carson’s Australasia (2010)

- TAE40110

CERTIFICATE IV IN SCREEN PRODUCTION – QPIX (2006)

- Intensive industry experience involving a high level of screen content production within a limited time frame. Technical skills in camera, lighting, production management, and sound recording enhanced by a solid understanding of developing successful screen production entities.

SKILLS & SOFTWARE EXPERIENCE

Computer and Office Skills: Microsoft Word, Excel, PowerPoint, Access, Report and letter writing, presentation skills, personal administration, telesales, personnel management, and budgeting.

Accounting Software Experience:

Eclipse, XERO, Global Vista, PSL, DPO, Airwallex, QuickBooks, Microsoft Office Suite, Docusign, & MYOB

Creative Software Used:

Avid HD Xpress Pro/Media Composer 4, Sony DVD Architect, Adobe After Effects 6.5, Adobe Photoshop C3, Final Cut X, Final Cut 7

GRAHAM YOUNG – FILM & MEDIA PRODUCTION CREDITS

<i>Date</i>	<i>Production</i>	<i>Format</i>	<i>Release</i>	<i>Production Company</i>
Producer: Theatrical & Broadcast				
2014	Eight	Feature Film	Theatrical & Amazon VOD	Blacmac Productions
2014	People of the Vines	Series	Network 10, SBS, QANTAS	Blacmac Productions
2012	FNQ Larger	TVC	SBS & Theatre Advertising	Blacmac Productions
Producer: Non-Broadcast				
2018	No Bones Jones	Short	Theatrical, Web	QLD Govt
2013	Dragon Noi	Short Doc	Festival Circuit	Blacmac Productions
2012	Gerald & Madeline	Short	Web	Blacmac Productions
2010	Mugs Game	Short	Festivals & Web	Blacmac Productions
2010	Supa Peg Awning	Corporate	Web & Trade Shows	Blacmac Productions
2009	Right To Information	Corporate	In House Training	Sunflare Films
2009	Safe Spaces	Documentary	Conference Sector	Sunflare Films
2007	Nine Miles Beautiful	Short	Festivals	Blacmac Productions
Editor: Theatrical & Broadcast				
2014	Eight	Feature	Theatrical & Amazon VOD	Blacmac Productions
2014	People of the Vines S1	Series	Broadcast Network 10	People of the Vines
2013	Twilight Tango	Short	ABC	Blacmac Productions
Editor: Non-Broadcast				
2012	Gerald & Madeline	Short	Festival	Blacmac Productions
2012	Dragon Noi	Documentary	Festival	Blacmac Productions
2009	Right To Information	Corporate	In House Training	Sunflare Films
2009	Safe Spaces	Documentary	Conference Sector	Sunflare Films
Production Accounts: Theatrical & Broadcast				
2024-25	APEX	Feature	Streaming	Netflix
2024	Outlander S8	HETV	Streaming	Leftbank Pictures
2022	Boy Swallows Universe	HETV	Streaming	Netflix
2021	Young Rock 2	HETV	Streaming	NBC/MATCHBOX
2021	Thirteen Lives	Feature	Theatrical	13 Lives Productions
2020	Incarceration Nation	Feature	Broadcast	Feature Doc Pty Ltd
2019	Reef Break S1	Series	Broadcast	Touchstone Prod
2018	Robbie Hood	Series	Broadcast	Ludo Studio
2018	Danger Close	Feature	Theatrical	Danger Close
2015/6	The Shallows	Feature	Theatrical	Vengeance
2014/5	Pirates OTC 5	Feature	Theatrical	Mukiri
2014-17	People of the Vines	Series	Network 10, SBS	Blacmac Productions
2013	Unbroken	Feature	Theatrical	Unbroken
Production Assistant/Runner: Theatrical & Broadcast				
2018	The Voice – Home Visits	TV	Channel 9	ITV
2016	Pacific Rim 2 – Brisbane	Feature	Theatrical	Maelstrom
2012	The Railway Man	Feature	Theatrical	The Railway Man
2011	MABO	Feature	ABC	Trade Wind Films
2011	Terra Nova	TV Series	Broadcast Networks	Terra Nova
2011-3	X Factor-Brisbane Legs	TV Series	Channel 7	Freemantle Media
2010	Sea Patrol 5	TV Series	Nine Network	McElroy Media