

Screen Guilds of Ireland
Competency Framework

Accounts Department



Fís Éireann
Screen Ireland





Accounts Department

Roles

1. Production Accountant
2. 1st Assistant Accountant
3. Assistant Accountant Payroll Specialist
4. 2nd Assistant Accountant
5. Cashier
6. Accounts Trainee

Production Accountant

A PA works closely with the Executive Producers, Production Manager (PM) & Unit Production Manager (UPM), HODs and third parties on the project - delivering and integrating sustainable and high-quality accounting and financial reporting services at the right level of costs. The PA ensures the production budgets are being effectively managed, and protecting value by deploying and managing effective cost management, controls, and risks management disciplines. The ideal PA should be experienced in budgeting a script and budgeting the schedule to an exact level of cost analysis. The role includes financial reporting in a fast-paced high-volume environment. The PA must be familiar with all the stakeholders involved in the production, finance regulations, media specific legislations, revenue and tax credit, payroll and guilds legislations.

Key tasks:

1. Creates financial and accounting structure policies and procedures to facilitate the smooth operation of the Accounts Department in accordance with the rules and regulations of the financier's protocols when available.
 2. Selects an accounting and payroll software as well as virtual file hosting service to ensure efficient and effective management of accounts throughout the production.
 3. Implements the production budget to maintain financial control by overseeing weekly cost reporting.
 4. Complies with revenue regulations for VAT, ROS, PAYE, PRSI, USC and others to ensure qualification for S481 funding.
 5. Works with Tax Consultants and Producers to create a full and concise list of requirements for S481 compliance, ensuring that the Production Company's liability is protected and always considered with regard to the tax compliance of the DAC.
 6. Reports to Producers, Co-Producers and Auditors to advise them about the financial status of the project until the end of the production.
 7. Prepares and records final accounts documents for handover to all relevant parties for post-production and final delivery.
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Task statements

Task statement 1:

Creates financial and accounting structure policies and procedures to facilitate the smooth operation of the Accounts Department in accordance with the available funding and production constraints.

Associated activities

- ✓ Reads and analyses the script and schedule and works with LP/PM and Executive Producer in order to create the right financial and accounting structure for the project.
- ✓ Receives company structure and financial masterplan from the legal team to run the company's finances in accordance with the finance plan.
- ✓ Extracts necessary information from the financial and economic master plan to establish the above the line and below the line costs including labour and goods and services.
- ✓ Creates a clear Accounting Procedures Manual for the Accounts Department in order to establish an organic and functional accounting system.
- ✓ Builds, creates, and leads a high performing accounting team for the project.
- ✓ Orders credit card and sets up a bank account.

Task statement 2:

Selects an accounting and payroll software as well as virtual file hosting service – ie: Digital Purchase Order (DPO), Online Purchase Order (OPO), SetKeeper, Scenelichronize – in order to ensure efficient and effective management of accounts throughout the production.

Associated activities

- ✓ Liaises with the Producers to ensure that the production finance team and on-the ground accounting team are working in tandem and that all cost reporting requirements are being met.
- ✓ Ensures the accounting team is using the required software and complying with the accounting manual.

Task statement 3:

Implements the production budget in order to maintain financial control by overseeing weekly cost reporting.

Associated activities

- ✓ Ensures the reporting budget is the locked finance budget.
- ✓ Assigns the budget to Eligible/Non-Eligible/Non-Qualifying/Production Spend and Non-Eligible spend in line with the S481 rules and regulations.
- ✓ Liaises with the Tax Advisor on this also.
- ✓ Cross references general ledger to the working budget and inform the PM of overages/underages.

Task statement 4:

Complies with Revenue's legislations for VAT, ROS, PAYE, PRSI, USC and others in order to ensure qualification for S481 funding.

Associated activities

- ✓ Ensures you are up to date with all new specific A/V legislations.
- ✓ Analyses and pays VAT charges and any other TAX relating to the company's activity.
- ✓ Keeps updated on S481, revenue, insurance and standards legislations regarding the A/V industry.

Task statement 5:

Works with Tax Consultants and Producers to create a full and concise list of requirements for S481 compliance, ensuring that the Production Company's liability is protected and taken into account at all times with regard to the tax compliance of the DAC.

Associated activities

- ✓ Throughout the development of the budget, liaises with the appointed Tax Advisor on projected tax credit capability.
- ✓ Assesses each crew member through the Tax Advisor and in turn scope, on the contract to be offered.
- ✓ Weekly tax credit reports on projected spends.
- ✓ Final delivery report analysis.

Task statement 6:

Reports to Producers and Co-Producers in order to advise them about the financial status of the project until the end of the production.

Associated activities

- ✓ Shares daily/weekly final cost reports above and below the line.
- ✓ Produces and issues daily Hot Costs showing savings or over-spends in key areas of the budget.
- ✓ Shares bank statement reports.
- ✓ Manages and shares the final wrap files and settlements.
- ✓ Is responsible for the financial administration and explains any financial changes that occur, offering solutions.

Task statement 7:

Prepares and records final accounts document for handover to all relevant parties for post-production and final delivery.

Associated activities

- ✓ Shares daily/weekly final cost reports above and below the line.
- ✓ Produces and issues daily Hot Costs showing savings or over-spends in key areas of the budget.
- ✓ Shares bank statement reports.
- ✓ Manages and shares the final wrap files and settlements.
- ✓ Is responsible for the financial administration and explains any financial changes that occur, offering solutions.

Technical competencies

| Area | Indicators | |
|--|--|--|
| Reporting | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ | <p>Excellent understanding of the production accounting landscape</p> <p>Can create a clear accounting procedure manual</p> <p>Can liaise with Executive Producers, banks and third parties</p> <p>Can manage and prepare the final wrap report</p> <p>Ability to analyse and pay VAT charges and any other tax relating to the company's activity</p> <p>Expert understanding of S481</p> |
| IT/Software | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ | <p>Expert knowledge of software for studio access. E.g., Scenetime/ SetKeeper</p> <p>Proficiency in Movie Magic (MM) Budgeting, Global Vista, PSL, smart accounting or similar software</p> <p>Microsoft Office, Word, Excel, Google Sheets</p> <p>Virtual File Hosts - PDF, Acrobat, Adobe, DocuSign or similar</p> <p>DPO and OPO - Online purchase order systems</p> |
| H&S Competency | <ul style="list-style-type: none"> ✓ ✓ ✓ | <p>Has read and can understand the H&S Statement</p> <p>Has shown ability to follow health and safety protocols on set and location</p> <p>Health & Safety management training</p> |
| Skill in breaking down scripts to identify technical requirements | <ul style="list-style-type: none"> ✓ ✓ ✓ | <p>Can critically evaluate each script and break it down to assess requirements</p> <p>Knowledge of equipment used for all departments</p> <p>Knowledge of filming methods</p> |
| Crewing | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | <p>Knowledge and experience of crew grades, rates, required technical ability, and industry standard working conditions</p> <p>Can check references and interview, ensuring gender balance and diversity</p> <p>Can negotiate with HODs to consider other applicants for job where there is a requirement to fulfil S481</p> <p>Has a good up to date working knowledge of crew</p> |

1st Assistant Accountant

The AA/Account Assistant supports the head of the Accounts Department with the day to day running of the department before, during and after production. The AA must provide backup accountancy and administration services, which vary according to the specific needs and scale of a production. Will be responsible for general bookkeeping, maintaining records of invoices, payments, receipts, bank transactions, and organizing accounts services such as payroll, petty cash and purchase orders. As well as responsible for processing of cheques and electronic payments, maintaining filing and other IT systems. Should have experience in A/V production or in a similar role with a high level of responsibility and accountability, financial reporting in a fast-paced high-volume environment. Must be familiarised with all the stakeholders involved in the feature film production, finance regulations, media legislations, revenue and tax credit, payslips, and guild legislations.

Key tasks:

1. Audits and processes high volume of banking and cash handling transactions.
 2. Sets up bank account - Apply for credit cards – Set up cashing facility.
 3. Interprets the rules on eligible spend with guidance from the PA/FC.
 4. Audits the accounts on the system and send reports to PA/FC.
 5. Directs, assists, and trains the accounting team, Implements the office working system designed by the Financial Controller/Production Accountant (FC/PA).
 6. Close all accounts, analysis of balancing statements.
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Task statements

Task statement 1:

Audits and processes high volume of banking and cash handling transactions.

Associated activities

- ✓ Obtains from 2nd AA the weekly cast and crew payroll reports and OT progress reports.
- ✓ Obtains from 2nd AA weekly AP, PO, petty cash, petty cards and final reports.
- ✓ Reports weekly to PA/FC for the final audit of AP, petty cash, petty cards, bank transactions, payroll.
- ✓ Reports weekly to PA/FC regarding VAT positions.
- ✓ Presents a halfway review of the budget audit to the PA/FC.
- ✓ Sets up the payment file systems, and uploads payment for authorisation of the PM & PA.

Task statement 2:

Sets up bank account, credit cards and cashing facility.

Associated activities

- ✓ Audits the HOD expenses.
- ✓ Ensures there is clear communication between the PA/FC and PM/LM.
- ✓ Demonstrates a clear understanding of different payment methods for international payments.
- ✓ Implements the payment authorisation system set by company protocol.

Task statement 3:

Interprets and obtains the S481 Film tax credit law.

Associated activities

- ✓ Maintains the fixed asset register in order to keep the budget updated.
- ✓ Sets up the VAT classification.
- ✓ Supervises the work of the accounting team to ensure all is carried out correctly.
- ✓ Codes everything within the budget to the best of their knowledge.
- ✓ Ensures all paperwork being processed and invoices, are in line with company law compliance.

Task statement 4:

Audits the accounts on the system and sends the reports to the Financial Controller.

Associated activities

- ✓ Cross references the HOD's costing to the general ledger to ensure the departmental budgets are collated and tracked accurately.
- ✓ Shares reports, settlements, and reconciliations.
- ✓ Assists in the preparation of weekend accounts & reports.
- ✓ When necessary, completes overhead forecasting and variance analysis.
- ✓ Keeps checking the Trial Balance/s and ensures that deposits, recharge accounts and Revenue payments are kept up-to-date and cleared and clean by the end of production.

Task statement 5:

Directs, assists, and trains the accounting team. Implements the office working system designed by the FC/PA.

Associated activities

- ✓ Develops clear and good communication with the team.
- ✓ Trains the accounting team in the use of the accounting system, gives instructions about organisational and administrative tasks required by PA/FC in a fast-paced environment.
- ✓ Trains the accounting team on how to use and implement accounts templates and memos created by PA/FC.
- ✓ Develops and communicates a functional way of working remotely should it be necessary (emergency COVID restrictions).

Task statement 6:

Closes all accounts and completes analysis of balancing statements.

Associated activities

- ✓ Obtains the final reports from HODs as required in order to maintain the budget plan.
- ✓ Audits the final reports from HODs.
- ✓ Reports to PA/FC with the final wrap files.
- ✓ Ensures the accounting team has unwound the shooting creditors and accounts are close, all reports reconciled to zero.

Technical competencies

| Area | Indicators | |
|--|--|---|
| Financial Practice | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> Understanding of budget parameters and constraints Effectively analyse numerical data Set up VAT classification |
| IT Skills | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> Good knowledge of the required software Microsoft Office, Word, Excel, Google sheets Virtual File Hosts – PDF, Acrobat, Adobe, DocuSign or similar DPO and OPO - Online purchase order systems |
| H&S Competency | <ul style="list-style-type: none"> ✓ ✓ ✓ | <ul style="list-style-type: none"> Has read and can understand the H&S Statement Has shown ability to follow health and safety protocols on set and location Health & Safety management training |
| Skill in breaking down scripts to identify technical requirements | <ul style="list-style-type: none"> ✓ ✓ ✓ | <ul style="list-style-type: none"> Can critically evaluate each script and break it down to assess requirements Knowledge of equipment used for all departments Knowledge of filming methods |

Assistant Accountant Payroll Specialist

The AAP will have responsibility for payroll processing and provide support to the PA and AA across the HR function and administrative duties. They will be responsible for assisting in the management and follow-up of accounting, payroll management, OT sheets, and general administration of HR. The AAP must lead with care and empathy, efficient and simple processes, policies, and clear information to the crew, given the resources and support they need during the most important moments during the production. Experience in customer service skills, communication skills and the ability to work professionally and discreetly in a fast changing environment are essential.

Key tasks:

1. Sets up a company profile on payroll package accounting system.
 2. Attends to the Revenue online (ROS)/PAYE/PRSI/ USC obligations.
 3. Processes, reconciles, and audits the overtime for every employee on the production.
 4. Attends to, with speed and accuracy, payments to all individuals engaged in the production in a timely fashion and consistently every week.
 5. Assists the accountant track the total cost of labour for the weekly cost report whether paid or not.
-

Task statements

Task statement 1:

Sets up company profile on payroll package accounting system.

Associated activities

- ✓ Sets up memos, forms and HR procedural information for all crew during production and post production.
- ✓ Sets up a payroll spreadsheet. Clear communication with employees and HODs is essential.
- ✓ Has a good understanding of the requirements of the budget in order to correctly allocate costs into the accounting system.
- ✓ Liaises with contract workers regarding payments and weekly time sheets.
- ✓ Manages the payroll mailbox, ensuring emails are answered in a timely manner and filed appropriately.
- ✓ Keeps the virtual and/or hard files updated and maintains employee copy documents which may be required under data protection.
- ✓ Ensures all operations are in line with best practice and current legislation (Working Time Act Year 1997).

Task statement 2:

Attends the ROS/ PAYE / PRSI / USC obligations

Associated activities

- ✓ Prepares PAYE payments.
- ✓ Provides timely and accurate reporting to external agencies, e.g., Inland Revenue and 1st AA - Weekly Payroll Reports.
- ✓ Takes responsibility for the accurate and timely processing of the daily/weekly/monthly payroll input files.

Task statement 3:

Processes, reconciles, and audits overtime for all employees.

Associated activities

- ✓ Compiles, controls, audits, and estimates daily and weekly time sheets.
- ✓ Obtains internal audit on payroll, either by account or transaction, from accountant software.
- ✓ Executes the payroll summary reports and sends to AA for final authorization.
- ✓ Sends and compiles weekly time sheets for approval, to be signed by the HODs and PA/FC.

Task statement 4:

Attends to payments for all individuals engaged in the production with speed and accuracy.

Associated activities

- ✓ Inputs crew members bank account details into payroll accounting system.
- ✓ Predicts the spend for the following week to be signed by PA/FC, taking into account schedule changes, overtime, etc.
- ✓ Gains access to home banking login information.
- ✓ Cultivates an environment of trust with the crew by ensuring the payroll is paid correctly, in time and consistently every week.
- ✓ Oversees audits to verify data discrepancies between systems and follows up with the relevant departments.

Task statement 5:

Executes the final payroll report and close crew files.

Associated activities

- ✓ Assists the accountant track the total cost of labour for the weekly cost report whether paid or not.
- ✓ Accurately enters the cost of the payroll into the accounting system.
- ✓ Implements practices and procedures that protect sensitive data and are aligned with the company policy.
- ✓ Registers and deregisters employees at appropriate times.

Technical competencies

| Area | Indicators | |
|--|---|---|
| Financial Practice | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> Understanding of budget parameters and constraints Effectively analyse numerical data Set up VAT classification |
| IT Skills | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> MS Office, Word, Excel, PowerPoint Spreadsheets, Excel, Google Sheets, Open Office, comparative analyses, pivot tables, macros, link to database, vertical lookups Productivity: Trello, Slack, Asana, Todoist, Zapier, Basecamp Quickbooks: Invoicing, expense tracking, accounts payable, reports, payroll, employee time tracking, cash flow management Smart Accounting or Movie Magic or similar |
| H&S Competency | <ul style="list-style-type: none"> ✓ ✓ ✓ | <ul style="list-style-type: none"> Has read and can understand the H&S Statement Has shown ability to follow health and safety protocols on set and location Health & Safety management training |
| Skill in breaking down scripts to identify technical requirements | <ul style="list-style-type: none"> ✓ ✓ ✓ | <ul style="list-style-type: none"> Can critically evaluate each script and break it down to assess requirements Knowledge of equipment used for all departments Knowledge of filming methods |

2nd Assistant Accountant

The 2nd AA / 2nd Account Assistant will support the 1st AA with the day to day running of the department before, during and after production. The 2nd AA must provide accountancy back-up and administration services, varying according to the specific needs and scale of a production. Will be responsible for general bookkeeping, maintaining records of invoices, payments, receipts, and organizing accounts services such as purchase orders. Sometimes responsible for processing electronic payments – depending on the scale of each production - maintaining filing and other IT systems. A high level of responsibility, accountability and financial reporting in a fast-paced, high-volume environment. Familiar with all the stakeholders involved in the feature film production, regulations, media legislations, revenue, payslips and guilds legislations.

Key tasks:

1. Maintains the fixed asset register in order to keep within budget.
 2. Assists in the preparation of the end of week reports.
 3. Resolves and expedites vendor claims.
 4. Assists with cost analysis – tracking sheets.
 5. Ensures all in office procedures are accurate and correctly reflect the data.
 6. Manages credit cards and spend cards.
 7. Production wrap.
-

Task statements

Task statement 1:

Maintains the fixed asset register in order to keep within budget.

Associated activities

- ✓ Processes data, authorizations, and/or voiding, amending POs and keeping the system updated.
- ✓ Processes invoices.
- ✓ Obtains the signed authorizations.
- ✓ Sends the Audit Report to the AA.

Task statement 2:

Assists in the preparation of the weekly accounts reports.

Associated activities

- ✓ Completes the overhead forecasting and variance analysis.
- ✓ Runs audits, posting and statements breakdown on PO, petty cash, petty cards, payroll accounts.

Task statement 3:

Resolves and expedites vendor claims.

Associated activities

- ✓ Completes overhead forecasting and variance analysis.
- ✓ Clear communication with vendors is essential.
- ✓ Solves invoice problems and vendor queries.

Task statement 4:

Assists with cost analysis – tracking sheets.

Associated activities

- ✓ Runs audit reports by account and transactions.
- ✓ Sends weekly reports for final approvals and audit.
- ✓ Cross checks work to ensure it is as competent as possible.

Task statement 5:

Ensures all in office procedures are accurate and correctly reflect the data.

Associated activities

- ✓ Asks and responds to colleague queries.
- ✓ Manages credit cards and spend cards.

Task statement 6:

Manages credit cards and spend cards.

Associated activities

- ✓ Manages credit cards and spend cards.
- ✓ Keeping track of spending.

Task statement 7:

Production Wrap

Associated activities

- ✓ Enters all costs.
- ✓ Shuts down supplier accounts.
- ✓ Tracks deposits.

Technical competencies

| Area | Indicators | |
|--|---|--|
| Financial Practice | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> Can process data, authorizations, and/or void amending POs keeping the system updated Processing invoices Ability to send the Audit Report to the AA Ability to analyse numerical data Knowledge of costing procedures to enable effective budgeting Excellent understanding of Accounting Procedures Manual provided by AA |
| IT Skills | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> MS Office Suite Spreadsheets - Excel, Google Sheets, Open Office, pivot tables, macros, link to database, vertical lookups File sharing software such as Dropbox, WeTransfer or equivalent Virtual file hosting – PDF, Adobe Acrobat, DocuSign or equivalent Accounting software – as per FC |
| H&S Competency | <ul style="list-style-type: none"> ✓ ✓ ✓ | <ul style="list-style-type: none"> Has read and can understand the H&S Statement Has shown ability to follow health and safety protocols on set and location Health & Safety management training |
| Skill in breaking down scripts to identify technical requirements | <ul style="list-style-type: none"> ✓ ✓ ✓ | <ul style="list-style-type: none"> Can critically evaluate each script and break it down to assess requirements Knowledge of equipment used for all departments Knowledge of filming methods |
| Reporting/Monitoring | <ul style="list-style-type: none"> ✓ | <ul style="list-style-type: none"> Ability to monitor PC cards and Status |

Cashier

General all round assistant to other members of the department. Must be willing to learn all aspects of the various roles in the accounts team. Should work closely with the production training officer and designated training person within the Accounts Department to ensure that they are getting to experience as much as possible.

Key tasks:

1. Receives petty cash request forms from crew
(NB: HODs shouldn't be putting through expenses on petty cash or purchasing cards. Any Schedule D expenses must be paid on invoice).
 2. Inputs PC/PCards forms into accounting system.
 3. Reports to AA the PC and PCard weekly.
 4. Attends with speed and accuracy, to payments to all individuals engaged in the production.
 5. Assists the 2nd AA to track cash flow based on the request forms received weekly, whether paid or not.
 6. Ensures that all documents are scanned to the designated on-line storage facility by cross checking against the vendor ledgers.
-

Task statements

Task statement 1:

Receives petty cash request forms from HODs

Associated activities

- ✓ Receives petty cash request forms from HODs.
- ✓ Purchasing cards – Revolut/Equals cards – processes requests and receipts.
- ✓ Makes payments as required to Revolut/Equals card accounts.
- ✓ Audits the forms according to the Accounting Procedures Manual provided by AA.

Task statement 2:

Processes PC/PCards forms into accounting system.

Associated activities

- ✓ Keeps the system updated day to day.
- ✓ Keeps the Excel sheet updated as second measure of control.
- ✓ Reports to the 2nd AA when the process is ready.
- ✓ Maintains clear communication with HODs and crew regarding their request's status – cancelled/redacted/stand by.
- ✓ Maintains clear and organised files.

Task statement 3:

Reports to AA the PC and PCard weekly.

Associated activities

- ✓ Runs weekly reports of PC/PCards status.
- ✓ Reconciles credit cards and purchasing card accounts weekly.
- ✓ Downloads statements and ensures that the balances match the individual's account.
- ✓ Tracks any purchase orders associated with credit cards.
- ✓ Inputs and runs reports.

Task statement 4:

Attends with speed and accuracy to payments to all individuals engaged in the production.

Associated activities

- ✓ Prioritises crew requests based on urgency.
- ✓ Classifies the priorities based on the urgency of the task flow.
- ✓ Ensures all payments are approved by 1st AA.

Task statement 5:

Assists the 2nd AA to track cash flow based on the request forms received weekly, whether paid or not.

Associated activities

- ✓ Reports to 2nd AA with the weekly cash flow whether paid or not.
- ✓ Reports by transaction and account.

Task statement 6:

Ensures that all documents are scanned to the designated on-line storage facility by cross checking against the vendor ledgers.

Associated activities

- ✓ Scans all relevant documents and files scanned documents to the correct folders.
- ✓ File manages all scanned documents.
- ✓ Cross check and logging against vendor ledgers to ensure accuracy.
- ✓ Ensures all documents are up to date.

Technical competencies

| Area | Indicators | |
|--|-------------|---|
| Financial Practice | ✓ | Excellent understanding of Accounting Procedures Manual provided by AA |
| IT Skills | ✓ ✓ | Ability to monitor PC cards and Status Can report to the 2nd AA on the weekly transactions and petty cash |
| H&S Competency | ✓ ✓ ✓ | Has read and can understand the H&S Statement Has shown ability to follow health and safety protocols on set and location Health & Safety management training |
| Ability to escalate problems to those concerned | ✓ | Can identify problems and define problems |

Accounts Trainee

The Trainee Accountant's main role is to learn and train. They must carry out tasks under the direction of the department head and assistant, which typically include simple data entry, filing and paperwork. The ultimate goal is to work with all the grades within the department to learn as much as possible. They must have the ability to learn on the job by assisting and contributing towards many different elements of accountancy practices specific to film production.

Key tasks:

1. Learns administrative tasks.
 2. Learns how to support the accountant crew.
 3. Learns how to accurately collect data.
 4. At the end of production, assists in wrapping the job.
 5. Looks at learning journals and assesses areas that need focusing on.
-

Task statements

Task statement 1:

Learns administrative tasks.

Associated activities

- ✓ Photocopying, scanning, hard and virtual filing.
- ✓ Data entry for virtual files.
- ✓ Ensures files are kept up to date and under constant supervision.
- ✓ Labels folders, photocopies and distributes to relevant parties such as Co-Producers etc.

Task statement 2:

Learns how to support the accountant crew.

Associated activities

- ✓ Stationary orders.
- ✓ Ability to work effectively on their own and as part of the team.

Task statement 3:

Learns how to accurately collect data.

Associated activities

- ✓ Reviews all documents received, ensuring they are correctly filed in and all necessary details are included.
- ✓ Photocopy, scan and file if applicable.
- ✓ If any details are missing from the forms, obtains said information to ensure all details are on file.
- ✓ Prepares the first preview audit.

Task statement 4:

At the end of production, assist wrapping the job.

Associated activities

- ✓ Assists in boxing, filing and emptying the office.
- ✓ Learns from the rest of the team how to close the shoot part of production.

Task statement 5:

Looks at learning journal and assesses areas that need focus on.

Associated activities

Areas which trainees should aim to learn:

- ✓ Inputting data.
- ✓ Data tracking.
- ✓ Familiarisation with schedule and crew set up.
- ✓ Use of software.
- ✓ How budget reflects scripts and schedule.

Technical competencies

| Area | Indicators | |
|---------------------------|---|--|
| Organization | <ul style="list-style-type: none">✓✓✓✓✓ | <ul style="list-style-type: none">Learn how to photocopy and scanLearning how to file virtual filesLearning how to maintain data entry for virtual filesAbility to keep files regularly updatedCan create a system for distribution that is easy to navigate |
| H&S Competency | <ul style="list-style-type: none">✓✓✓ | <ul style="list-style-type: none">Has read and can understand the H&S StatementHas shown ability to follow health and safety protocols on set and locationHealth & Safety management training |
| IT | <ul style="list-style-type: none">✓ | GV/PSL/Micropay/Microsoft Office/Scenecronize/BOX |



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