**Step Up to First Assistant Production Accountant**

**Training Programme**

**October 2025**

Supported by Entertainment Partners

**Course starts: Monday 13th October 2025**

**Application deadline: Tuesday 23rd September 2025 at 10am**

**Where to send this application**

This should be emailed to **applications@productionguild.com**

For a large-print or Easy Read version of the Application Form please follow links on The Production Guild website.

Assessment is based solely on the application form so do give as much detail as possible on your skills and experience. **Do not send your CV.**

This course is recommended for:

* Those with at least 2-3 credits in the Accounts Dept. on HETV or Feature Films (including 1 credit in Accounts Payable, Petty Cash/Pcards and Payroll, as there will be assumed practical knowledge in these areas).
* 1st Assistant Production Accountants who have recently stepped up and wish to expand their knowledge.
* Those returning to work and looking to refresh their skills.

**By applying for this programme, you are committing to uphold the PGGB’s code of conduct –** [**https://productionguild.com/about-pggb/our-code-of-conduct**](https://productionguild.com/about-pggb/our-code-of-conduct)

PGGB reserve the right to decline any applicant who is found not to meet those professional standards.

**1. Contact Details:**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Do you live in and are you eligible to work in the UK?** YES / NO

**3. Do you work predominantly in HETV/Film/both?**

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**4. How did you hear about this programme?**

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**5. Which region do you live in?**

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| --- | --- | --- | --- |
| **East of England** |  | **London** |  |
| **Midlands** |  | **North East** |  |
| **North West England** |  | **Yorkshire & Humber** |  |
| **South West England** |  | **South East England** |  |
| **Northern Ireland** |  | **Scotland** |  |
| **Wales** |  | **Outside of the UK** |  |

**6. Bursaries may be available on a case by case basis to assist with expenses such as travel and accommodation. Is this something you would like to be considered for?**

YES / NO

**7. Current / latest job and duties (500 words max)**

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**8. Current / latest employer (if applicable)**

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| Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Line Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Please only provide names and do not include contact details or personal data.* |

**9. Career details / history – please specify at least 3 HETV/Feature Film credits, including dates, budgets and brief detail of your duties (250 words max)**

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**10. Please tell us about your relevant experience and why you would benefit from this course (500 words max)**

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**Please return your completed Application Form to** **applications@productionguild.com**

**Please also complete a Diversity Monitoring Form online.**