



Applicant guidance for the Netflix Assistant Production Accountants Training Programme 2019

APPLICATION DEADLINE 5.00pm Friday 9th November 2018

Due to record levels of film and TV drama production in the UK, Netflix is looking to recruit a select, small group of trainees, with the right skills and experience, to work in the production accounts department on their productions across the UK.

Trainees will complete four weeks of classroom training in assistant production accounting, run by The Production Guild at Warner Bros. Studios Leavesden Park. Successful trainees will then be trained on two/three Netflix productions over a six-month period, supporting the work of production accountants and assistant accountants. Duties will include sorting and distributing paperwork, inputting data, processing payments and general office admin.

The training programme is full time, for up to ten successful candidates. At the end of the programme, there may be an opportunity for those successful to continue working for Netflix productions as a freelancer in the production accounts department.

Applicants must have academic or vocational qualifications in accounting or an equivalent level of competence through work experience, for example as a cashier, book keeper or in a junior financial administration capacity.

They should be highly numerate and have a passion for film and TV. Previous experience of working in an accounts environment will be taken into account when considering applications.

They must have a permanent UK address and be eligible to work in the UK.

This exciting opportunity is funded by Netflix and delivered by The Production Guild of Great Britain.

Introduction

Please read through these guidance notes carefully before beginning to complete your application form.

Read the Trainee Specification thoroughly and consider what relevant skills and experience you can demonstrate, your achievements and experience.

Before applying to this programme, please consider the points made below:

- You will be starting your career as an Assistant Production Accountant in a TRAINEE / JUNIOR capacity regardless of age or previous experience.
- The UK film and television industry can be erratic and working as a freelancer means that there is no guarantee of work and consistent income following the training programme
- The hours are long – you must expect to be working a minimum of a 55-hour week, and sometimes working six days. This may impact your family life, your social life and your pursuit of sports and hobbies.
- For the first four weeks of classroom training, you will be based at Warner Bros. Studios Leavesden Park, Hertfordshire. For the production placements, you may be based anywhere in the UK. You must be able to access your own transport as most studios and location bases are not well served by public transport, and the hours are long.
- If selected, you will receive industry respected training and a weekly salary of £561 gross for the duration of the programme.
- After completing the programme there may be an opportunity to continue working for Netflix and, as a very general guide, we suggest graduates of the programme could earn between £561 and £650 per week for their first productions, rising to £700 - £900 per week with experience. Experienced assistants can expect to earn between £900 and £1100 per week and Key Assistants £1000 - £1500 per week (it will take several years of experience to reach this level). Please consider carefully whether this projection matches your expectations and aspirations.

Recruitment and Selection:

Interviews will be at Warner Bros. Studios Leavesden Park on 19th, 20th and 21st November 2018.

Prior to the interview all interviewees will undertake tests in English, Maths, and Microsoft Excel.

Please look at the link below for examples of the kind of areas that may be tested. http://amby.com/tests/clerical/pract_a.html

If you are struggling with these tests, you may wish to reconsider whether this career is suitable for your skills base.

We will seek to offer places on the programme (subject to references) by Thursday 22nd November 2018. The programme will formally commence on Monday, 14th January 2019 at the Production Guild's offices at Warner Bros Studios Leavesden Park, Hertfordshire.

Trainee Specification

This will be used in the recruitment and selection procedures for the Netflix Assistant Production Accountant Training Programme

Skills & Experience

1. Possess either academic or vocational qualifications in accounting or an equivalent level of competence through work experience, for example, as a cashier, book keeper, or in a junior financial administration capacity.
2. Have significant work experience, preferably in an accounting or financial administrative context, understand work team structures and the day-to-day pressures and demands of the workplace.
3. Demonstrably high-level skills in the use of IT, i.e. word processing and Microsoft Excel, and be highly numerate.
4. Be able to demonstrate a highly organised and logical approach to work and problem solving.
5. Be able to demonstrate a willingness and ability to work to tight deadlines.
6. Be able to demonstrate accuracy and attention to detail.
7. Possess theoretical understanding of and/or have practical experience in at least one of the following areas:
 - Establishing and running payroll
 - Meeting Inland Revenue & Department of Work and Pensions payroll requirements
 - Establishing and monitoring systems for invoices
 - Bookkeeping
 - Establishing and running petty cash systems

Applicants Must:

1. Possess high-level communication skills, both oral and written. Provide recent evidence of the effectiveness of their interpersonal skills from the workplace.
2. Be able to demonstrate their ability to work long hours, typically 11 hours a day
3. Be able to demonstrate their willingness to work on production, whether studio-based or on location within the UK.
4. Hold a full, current and clean driving license and have ready access to transport.
5. Possess their own laptop and standard proprietary software for word-processing, spreadsheets and e-mail.
6. Be willing and able to re-locate to the South East of England
7. Be available to commence the programme from **Monday 14th January 2019**

Personal Attributes and Qualities

1. Be self-motivated yet be team-players and able to follow instruction as and when directed.
2. Be personable, capable of working positively and constructively with a wide range of people, from the most junior to the most senior members of the production.
3. Possess the stamina and energy to cope with long working days in the often highly pressurised environment of the production office.
4. Understand and uphold the highest professional and business ethics at all times.
5. Be personally responsible for directing their own learning and development whilst on the programme, maximising all opportunities for furthering their understanding, experience and competence.
6. Have a demonstrable desire to work within film or TV production in a junior accounting capacity and be committed to pursuing an accounting career within the industry.

APPLICATION DEADLINE 5.00pm Friday 9th November 2018

The Application Form

We will only consider information that is entered onto the official application form. Additional evidence such as CVs, copies of certificates, references, etc. will not be considered so please do not include them with your application.

You may use one side of an A4 page to complete any answer/s that do not fit onto the space allowed in the application form.

To apply you need to request an application form by emailing: pg@productionguild.com

Contact Details

We intend to hold interviews for the selected applicants on 19, 20th and 21st November 2018 at Warner Bros. Studios Leavesden Park, so please ensure that you submit accurate contact details so that you receive a prompt response on your application.

Please note that email and telephone will be the primary form of communication. Should your details change for any reason please tell us by calling the Production Guild Office: 0203 427 4400 or by e-mailing pg@productionguild.com

Education, Training and Qualifications

List all your educational and training achievements that are relevant to your application. Please start with your most recent achievement first. We are interested in any vocational training you have undertaken as well as any formal or informal training you have taken outside the world of work

Work Experience

Please list all your work experience (paid or unpaid) starting with your most recent first. Provide start and end dates, details of your employer, your job title and a short description of your job duties and annual pay if applicable.

References

We require you to give us two referees, one of whom must be your current employer or last employer if you are not currently working. Please note that we will not seek to take up your references unless you are being offered a place on the programme

Online Tests

When you ask for an application form, we will send you information about two on-line tests that must be completed and returned by the same deadline, 5.00pm Friday 9th November 2018. One test is numeracy and the other is aptitude.

Diversity Monitoring Form

The Production Guild and Netflix are committed to assisting the industry tackle the issue of diversity within the current workforce. Please take the time to complete the diversity monitoring form as this will allow us to evaluate and monitor whether our information, marketing and promotional activity is reaching the audiences we seek to reach.

Your completed diversity monitoring form will be separated from your application when it goes forward to the selection panel for consideration. All applications will be judged solely against the published trainee specification.

We anticipate that there will be a great demand for places and would appreciate early submissions to process applications.

Please ensure that you send your completed application, tests and diversity monitoring forms before the closing date of 5.00pm Friday 9th November 2018 by email to PG@Productionguild.com

Or by post to;

**FAO Lucy Barnes
The Production Guild
Suite 18, 2nd Floor,
Building 6
Warner Bros Studios
Leavesden Park
Hercules Way
Hertfordshire
WD25 7GS**

Hear from Kelly Phillips, Finance Executive, Netflix here:

<https://productionguild.com/close-up-with-kelly-phillips-finance-executive-netflix/>



Netflix Assistant Production Accountant Training Programme – FAQs

What experience do I need?

Applicants must have academic or vocational qualifications in accounting or an equivalent level of competence through work experience, for example, as a cashier, book keeper, or in a junior financial administration capacity.

They should be highly numerate and have a passion for film and TV.

Previous experience of working in an accounts environment will be taken into account when considering applications.

Must I be based in the UK?

Yes, applicants must be a resident in and eligible to work in the UK

I don't live in London – can I apply?

Yes, however you must be prepared to relocate to close to Warner Bros Studios Leavesden Park for the four week classroom training. Productions could be anywhere in the UK, but financial support may be offered for accommodation and travel costs where required.

Do I have to pay to take part in the programme?

There is no fee to attend as you will be a paid employee of the Netflix productions for the duration of the programme. You will be paid £561 gross a week on a PAYE basis for the entirety of the programme, including the classroom training, and contracted to the Netflix productions.

I want to work in the TV/Film industry but I'm not sure if Production Accounting is right for me should I still apply?

Production accounting can be a rewarding career, and you need to demonstrate that you are committed to forging a career in this department to be offered a place on the programme. This is not the right forum for you to discover what area of production you would like to work in, but an opportunity for those with a passion for accounting.

Do I have to own my own car?

Productions will be based across the UK and because of the long hours it is essential that you are able to drive and have access to a car.

Why do I have to complete a diversity form?

The Production Guild and Netflix are committed to assisting the industry tackle the issue of diversity within the current workforce. The diversity monitoring form will allow us to evaluate and monitor whether our information, marketing and promotional activity is reaching the audiences we seek to reach.

What is the selection process?

All eligible application forms, received by the deadline, that meet the selection criteria and comply with the submission requirements are reviewed by industry experts. Shortlisted applicants will be invited to interview.

Incomplete applications or those received after the deadline will not be considered.

When and where will the interviews take place?

Interviews will take place on 19th, 20th and 21st November 2018 at Warner Bros Studios Leavesden Park, Hertfordshire, WD25 7GS

What will happen at the interview?

Each interviewee will sit a series of short tests immediately prior to the interview, these will cover Maths, English and Microsoft Excel.

This will be followed by the interview itself which will be conducted by industry professionals. Each interviewee will be asked the same set of questions and their answers will be independently scored by each member of the interview panel.

The highest scoring interviewees will then be shortlisted for a place on the programme. We will keep a reserve list and should someone decide to withdraw after being offered a place this will then be offered to the next highest scoring candidate.

What if I am not able to attend interview on the interview dates?

Because of the timescales involved, we are not able to offer any other interview dates, so please make sure you are able to attend one of the dates before applying.

What if I arrive late for my interview?

You must allow sufficient time to arrive promptly for your interview. There will be several interviews each day and we will be working to a tight schedule. We reserve the right to decline to interview anyone who is not ready to be interviewed at their allotted time.

When will I hear if I am being offered a place on the programme?

We will aim to offer places, subject to references, by 22nd November 2018. We will notify all applicants via email or by phone if this going to be delayed.

When will you contact my referees?

We will only contact referees if you are offered a place on the programme.

What if I cannot start on 14th January 2019?

If you are offered a place it will be on the condition that you can start on Monday 14th January 2019. If you are unable to start on this date your offer of a place will be withdrawn and offered to an applicant on the reserve list.

Will there be any assessment of performance during the classroom-based training?

Yes. Each trainee will be expected to reach a certain level of competency during the training course and if performance is below the expected level you will not progress to the next stage of the programme.

Can I leave the programme if it's not right for me?

Our recruitment process should ensure that Netflix, the Production Guild and the prospective trainee are confident that the right decision has been reached when offering and accepting a place on the programme. Once the programme commences each trainee will be contracted on a PAYE basis to the Netflix productions.

To apply you need to request an application form by emailing: pg@productionguild.com