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**Netflix Assistant Production Accountant Training Programme 2024 Applicant Guidance**

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**Netflix Assistant Production Accountant Training Programme 2024 Applicant Guidance**

**APPLICATION DEADLINES**

**Application Forms Due:** Thursday 4th January 2024 at 10am

**Overview**

* Due to high levels of TV and drama production in the UK, Netflix are looking to recruit up to ten trainees.
* These trainees will need the right skills and experience to work in the Netflix production accounts department, on productions across the UK.

**About the training**

* Trainees will complete four weeks of training in assistant production accounting, run by The Production Guild.
* Successful trainees will then be trained on Netflix productions over a 12-month period.
  + Trainees will support the work of production accountants and assistant accountants.
  + The productions could be series, film, or non-scripted.
* Duties will include:
  + Sorting and distributing paperwork
  + Inputting data
  + Processing payments
  + General office admin
* This training programme is full-time, for up to ten successful candidates.
  + At the end of the programme, there could be an opportunity for those successful to continue working for Netflix productions as a freelancer in the production accounts department.

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**Necessary Qualifications and Experience**

* Applicants must have academic or vocational qualifications in accounting, **OR** an equivalent level of competence through work experience.
  + Relevant experience might include work as a cashier, bookkeeper or in a junior financial administration capacity.
* Applicants should be highly numerate and have a passion for film and TV.
* Previous experience of working in an accounting environment will be taken into account when considering applications.
* Applicants must have a permanent UK address and be eligible to work in the UK.

**The four-week classroom training will take place in person in Leavesden.**

**The production placements may be located anywhere across the UK.**

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**Introduction**

Please read through these guidance notes carefully before completing your application form.

* Read the Trainee Specification thoroughly and consider:
  + What relevant skills you can demonstrate
  + Your achievements
  + Your 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 previous experience.
* The UK film and television industry can be erratic.
  + Working as a freelancer means that there is no guarantee of work or consistent income following the training programme.
* The hours are long.
  + You must expect to be working a minimum of a 50-hour week, and sometimes working six days per week.
  + You should consider whether you are happy to pursue a career with this work pattern.
* The four weeks of classroom training take place in Leavesden.
  + The production placements may be based anywhere in the UK.
  + You must be able to travel to the work placements and be prepared to relocate when required.
* If selected, you will receive industry respected training and a weekly salary of £728.31 (gross) for the duration of the programme.
  + This is made up of:
    - £657.50 net
    - £70.81 holiday pay
      * Holiday pay will be withheld and accumulated until the end of the contract if no holiday is taken.
* After completion of the programme there may be an opportunity to continue working for Netflix.
  + As a very general guide, we suggest graduates of the programme could earn a starting salary of around £750 per week (gross).
  + This includes some holiday pay which is withheld and accumulated until the end of the contract if no holiday is taken.
  + This weekly rate will then rise incrementally with experience.
* By applying for this programme, you are committing to uphold the PGGB’s code of conduct.
  + Details can be found here- <http://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.

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**Recruitment and Selection**

**Tests**

Shortlisted candidates will be contacted by Friday 12th January to arrange tests and interviews.

Interviewees will take two tests via Zoom between:

* Monday 15th January - Wednesday 17th January 2024
* The tests will cover:
  + Maths
  + Microsoft Excel

**Interviews**

Interviews will be via Zoom between:

* Wednesday 17th January - Friday 19th January 2024

**Offers of Places**

* We will aim to offer places on the programme (subject to references) week commencing 22nd January 2024.
* The programme will formally begin on Monday 26th February 2024.

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**Trainee Specification**

This will be used in recruitment and selection 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, bookkeeper, 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. Demonstrate high-level skills in the use of IT.
   * Familiarity with Office suite including Word and Excel.
4. Be highly numerate.
5. Be able to demonstrate a highly organised and logical approach to work and problem-solving.
6. Have a willingness and ability to work to tight deadlines.
7. Be able to demonstrate accuracy and attention to detail.
8. Possess an understanding of and/or have practical experience in at least one of the following areas:
   * Establishing and running payroll
   * Meeting payroll requirements for the Inland Revenue & Department of Work and Pensions
   * Establishing and monitoring systems for invoices
   * Bookkeeping
   * Establishing and running petty cash systems

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**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 12-hour days, with a one-hour unpaid lunch break.
3. Be able to demonstrate their willingness to work on production, whether studio-based or on location within the UK.
4. Be willing and able to relocate to:
   * The Leavesden area for the four weeks of classroom training.
   * Anywhere across the UK for the production placements.
5. Be available to commence the programme from **Monday 26th** **February 2024**.

**Personal Attributes and Qualities**

* Be self-motivated and a team-player.
  + Be able to follow instruction as and when directed.
* 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.
* Possess the stamina and energy to cope with long working days in the often highly pressurised environment of the production office.
* Always understand and uphold the highest professional attitude and business ethics.
* Be personally responsible for directing their own learning and development whilst on the programme.
  + Making the most of all opportunities for furthering their understanding, experience and competence.
* Demonstrate a clear desire to work within film or TV production in a junior accounting capacity.
  + Be committed to pursuing an accounting career within the industry.

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**Application Form Guide**

**What to Include**

* 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.
  + **Please do not include them with your application.**
* You may use one side of an A4 page to complete any answers that do not fit onto the space allowed in the application form.

**To apply**, you can download an application form, a diversity form and follow links to the online numeracy and literacy test.

You can also request these documents by emailing [applications@productionguild.com](mailto:applications@productionguild.com)

**Section 1: Contact Details**

* Please include answers to all the questions.
* Where there is a ‘YES/NO’ answer, please delete either ‘YES’ or NO’.
* We intend to hold interviews for the selected applicants between **Wednesday 17th and Friday 19th** **January** on Zoom.
  + 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.
* If your details change for any reason, please tell us by emailing [applications@productionguild.com](mailto:applications@productionguild.com)

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**Section 2: 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.
  + We are also interested in any formal or informal training you have taken outside the world of work.

**Section 3: Work Experience**

* Please list all your work experience (paid or unpaid).
* Please start with your most recent work experience first.
* Provide:
  + Start and end dates.
  + Details of your employer.
  + Your job title.
  + A short description of your job duties and annual pay if applicable.

**Sections 4 – 8**

* Please answer all questions to the best of your understanding.
* If you are finding it difficult to answer any of the questions, consider reading this document again, referring to:
  + The introduction on Page 2
  + The Trainee Specification on Page 6
  + The Personal Attributes and Qualities on Page 7

**Section 9: References**

* We require you to give us the details of two referees.
  + One of these 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.

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**Online Tests**

* Alongside the Application Form and Diversity Monitoring Form applicants must submit two online tests**.** 
  + One test is numeracy and the other is literacy.

**Diversity Monitoring Form**

* The Production Guild and Netflix are committed to helping the industry tackle the issue of diversity within the current workforce.
* Netflix wants its production environments to be for everyone.
  + Netflix wants anyone from any background to feel welcome, so they can be a part of creating amazing content.
* As part of Netflix’s ongoing efforts to achieve that, it's really helpful to know a bit more about you and your background, so we're asking you to share some select personal information with us.
* These questions are optional, and you are entirely free not to respond to all or any of those.
* Your completed diversity monitoring form will be separated from your application when it goes forward to the selection panel for consideration.
* All applications will only be judged against the published trainee specification.

**Please note this information will be anonymized and shared with Netflix for the purposes of training.**

**If you have any objections to this, please speak with us as soon as possible.**

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**Diversity Monitoring Form (Continued)**

* When answering Question 12, you may find the following examples of each professional category helpful:
  + Clerical and intermediate occupations:
    - Secretary, nursery nurse, office clerk, call centre agent
  + Middle or junior managers
    - Office manager, warehouse manager, restaurant manager
  + Modern professional occupations
    - Teacher, nurse, social worker, artist, musician, software designer
  + Routine manual and service occupations
    - Van driver, cleaner, porter, waiter/waitress, bar staff
  + Semi-routine manual and service occupation
    - Postal worker, security guard, machine worker, receptionist, sales assistant
  + Senior manager and administrators
    - Finance manager, chief executive
  + Technical and craft occupations
    - Fitter, plumber, printer, electrician
  + Traditional professional occupations
    - Accountant, solicitor, scientist, medical practitioner

**Summary**

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

**Please ensure that you send your completed application and diversity forms to** [**applications@productionguild.com**](mailto:applications@productionguild.com)**, and have completed the two online tests by:**

**Date:** Thursday 4th January 2024

**Time:** 10am

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The Production Guild email will not be monitored between 19th December 2023 and 2nd January 2024.

* If you have any questions regarding your application, please refer to the FAQs below or get in touch by 18th December.

[Hear from Kelly Phillips](https://vimeo.com/349538527), Finance Director, Netflix.

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**Netflix Assistant Production Accountant Training Programme**

**Frequently Asked Questions**

**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, bookkeeper, or in a junior financial administration capacity.
* Applicants 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, we actively encourage applicants from outside London.
  + All applicants must be prepared to be at the in-person 4 week classroom training in Leavesden.
  + Applicants must be prepared to relocate anywhere in the UK for any of their production placements throughout the year's scheme. Financial support may be offered for accommodation where required (for the duration of the placement).

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

* There is no fee to attend as you will receive a weekly salary for both the classroom training and the production placements.
* You will be paid £728.31 gross a week on a PAYE basis for the entirety of the programme, including:
  + The classroom training
  + While contracted to the Netflix productions.
* This is made up of £657.50 net, and £70.81 holiday pay (holiday pay will be withheld and accumulated until the end of the contract if no holiday is taken).

**Do I need my own laptop, and if so, what would you recommend?**

* No, we will provide a laptop for the duration of the programme.
* We will also provide standard software for word-processing and spreadsheets.

**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.
* 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.
  + This is an opportunity for those with a passion for accounting.

**Why do I have to complete a diversity form?**

* The Production Guild and Netflix are committed to helping the industry tackle the issue of a lack 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 want to reach.

**What is the selection process?**

* Industry experts will review all eligible application forms.
  + A form is eligible if it:
    - Is received by the deadline.
    - Meets the selection criteria.
    - Complies with the submission requirements.
  + Incomplete applications or those received after the deadline will not be considered.
* Shortlisted applicants will be invited to interview.

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**When will the interviews take place?**

* Shortlisted applicants will be contacted by 12th January 2024.
* Between 15th January and 17th January 2024, candidates who have been shortlisted will sit two short tests.
  + These will cover:
    - Maths
    - Microsoft Excel.
* Interviews will take place via Zoom between **Wednesday 17th and Friday 19th January 2024**.

**Where will the interviews take place?**

* Interviews will be run via Zoom.
* The session will last approximately 30 minutes.

**What will happen at the interview?**

* The interview will be conducted by industry professionals.
* Each interviewee will be asked the same set of questions.
* Each interviewee’s 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.
  + If someone decides to withdraw after being offered a place, their place 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.
  + Please make sure you are able to attend the dates before applying.

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**What if I am late for my interview?**

* You must allow sufficient time to be ready 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, in week commencing Monday 22nd January 2024.
  + We will notify all applicants if this is going to be delayed.

**When will you contact my referees?**

* We will only contact referees if you are offered a place on the programme.
  + Please ensure their contact details are up to date.

**What if I cannot start on 26th February 2024?**

* If you are offered a place it will be on the condition that you can start on Monday 26th February 2024.
  + 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.
  + If performance is below the expected level you will not progress to the next stage of the programme.

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**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, with a standard notice period of 2 weeks.