

|  |  |
| --- | --- |
| **question-mark Icon - Free PNG & SVG 57788 - Noun Project** | **Frequently Asked Questions** |
| **Experience Generic black outline icon** | **What experience do I need?** * Applicants need to have **either**:
	+ **Qualifications** in accounting

**Or** * + Relevant **work experience**
		- For example, working in administering finances.
* Applicants need to be confident with **numbers and figures.**
* Applicants need to be **passionate about film and TV.**
 |
| **Uk Icons - Free SVG & PNG Uk Images - Noun Project** | **Must I be based in the UK?** * Applicants must have a permanent address in the **UK.**
* Applicants must be **eligible to work in the UK.**
 |
| **London Icons - Free SVG & PNG London Images - Noun Project** | **I don’t live in London – can I apply?** * Yes, we encourage people to apply if they live outside of London.
	+ You must be happy to **relocate to the Leavesden area** for the four-week classroom training.
	+ Productions could happen anywhere in the UK.
		- **Financial support** **may be offered** for accommodation if needed.
 |
| Pound symbol variant - Free commerce icons | **Do I have to pay to take part in the programme?** * You **do not have to pay** to take part in the programme.
* **You will be paid £728.31** **a week** on a PAYE basis for the whole of the programme, including:
	+ The classroom training
	+ While contracted to the Netflix productions.
 |
| **Laptop Icons - Free SVG & PNG Laptop Images - Noun Project** | **Do I need my own laptop, and if so, what would you recommend?** * No, **we will provide a laptop** during the programme.
* We will also provide standard software for programmes like **Microsoft Word** and **Microsoft Excel.**
 |
|  | **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 show us that you are **committed to a career in production accounting.**
* This is not the right place 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.**
 |

|  |  |
| --- | --- |
| Equality Now | Theory of Change | **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 see** whether our information and marketing is **reaching the people we want to reach.**
 |

|  |  |
| --- | --- |
| **selection Icon - Free PNG & SVG 250394 - Noun Project**  | **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
		- Follows the submission requirements.
	+ **Incomplete applications or those received after the deadline will not be considered.**
* Shortlisted applicants will be invited to interview.
 |

|  |  |
| --- | --- |
| Online test - Free computer icons | **When and where will the interviews take place?** * Between **15th January and 17th January 2024,** candidates who have been shortlisted will sit a series of short tests.
	+ These will cover:
		- **Maths**
		- **Microsoft Excel.**
* These will happen on **Zoom.**
 |
| Webinar - Free computer icons | **When and where will the interviews take place?** * Interviews will take place **via Zoom**, with the session lasting approximately **30 minutes.**

Interviews will take place between **Wednesday 17th and Friday 19th January 2024.** |
| **online interview Icon - Free PNG & SVG 3306361 - Noun Project** | **What will happen at the interview?** * The interview will be led by **industry professionals.**
* Each interviewee will be asked the **same questions.**
* Each interviewee’s **answers will be scored separately** by each member of the interview panel.
* The **highest scoring interviewees** will then be **shortlisted** for a place on the programme.
 |
| **Waiting list - Free interface icons** | 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.
 |
| **Date Icons - Free SVG & PNG Date Images - Noun Project** | **What if I am not able to attend interview on the interview dates?** * Because we have a small amount of time, we are not able to offer any other interview dates.
	+ **Please make sure you are able to attend the dates before applying**.
 |
| **Late Icons - Free SVG & PNG Late Images - Noun Project** | **What if I am late for my interview?** * You **must** allow enough time to be ready on time for your interview.
* There will be many interviews each day and we will be working to a **tight schedule.**
	+ We reserve the right **not to interview anyone** **who is not ready** to be interviewed at their given time.
 |
| January Month icon in SVG, PNG formats | **When will I hear if I am being offered a place on the programme?** * We will aim to offer places, after we have checked your references, in the week starting **Monday 22nd January 2024.**
	+ We will tell you if this is going to be delayed.
 |
| **call Icon - Free PNG & SVG 451546 - Noun Project** | **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.**
 |

|  |  |
| --- | --- |
| February Month icon in SVG, PNG formats | **What if I cannot start on 26th February 2024?** * You will **only be offered a place if you can start on Monday 26th February 2024**.
	+ If you are unable to start on this date the place will be offered to an applicant on the reserve list.
 |
| **exam Icon - Free PNG & SVG 2937054 - Noun Project** | **Will there be any assessment of performance during the classroom-based training?** * Yes.
* Each trainee will be expected to reach a certain level of understanding during the training course.
	+ If your work is below the expected level you will not progress to the next stage of the programme.
 |
| **Leave Icon - Free PNG & SVG 2977033 - Noun Project** | **Can I leave the programme if it’s not right for me?** * Our recruitment process should make sure that Netflix, the Production Guild and the 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.
	+ You will have a standard notice period of two weeks.
 |