

Production Categories	Production Accounts Support	PA Responsibilities
<p>CATEGORY 1</p> <p>Continuous/ News/ Audio & Music / Radio</p>	<ul style="list-style-type: none"> • Management Accountant 	
<p>CATEGORY 2</p> <p>Small Projects / Factual / Documentary</p> <p>Low budget, low volume and low risk</p>	<ul style="list-style-type: none"> • Production Accountant, to look after a portfolio of projects 	<p>Prepare portfolio reports</p> <p>Ensure Production Managers prepare forecasts and cost reports.</p> <p>Oversee payments, manage payroll, petty cash and foreign currency and keep accurate financial records; help monitor budgets, and analyse costs and expenditure; Finalise all financial records</p>
<p>CATEGORY 3</p> <p>Entertainment / Large Children's</p> <p>High volume, medium budget and medium risk</p> <p>Formulaic, mainly studio based</p>	<ul style="list-style-type: none"> • Production Accountant, for length of project 	<p>As for category 2, plus:</p> <p>Assist to prepare forecasts and cost reports.</p> <p>Provide daily or weekly cost statements</p> <p>Set up and maintain accounting systems,</p>

<p>CATEGORY 4</p> <p>Small TV Drama / Narrative Comedy / Large Entertainment / Docu Dramas</p> <p>High volume, medium budget and medium risk</p> <p>Set length / location filming</p>	<ul style="list-style-type: none"> • Production Accountant, for length of project • Assistant Production Accountant, for length of shoot • Cashier, for busy periods 	<p>As for category 3, plus</p> <p>Calculate finances, costing for productions, liaise with financiers, and control the cashflow.</p> <p>Assist to prepare budgets</p> <p>Supervise Assistant</p>
<p>CATEGORY 5</p> <p>Continuous TV Drama / Drama Series</p> <p>High volume, high budget and high risk</p>	<ul style="list-style-type: none"> • Production Accountant • Assistant Production Accountant • Cashier 	<p>As for category 4</p>
<p>CATEGORY 6</p> <p>TV Film / High profile serial</p> <p>High budget and high risk</p>	<ul style="list-style-type: none"> • Production Accountant, for length of project • Assistant Production Accountant(s), for length of shoot • Cashier(s), for busy periods 	<p>As for category 5, plus</p> <p>Control accounting, taxation and financial analysis</p> <p>Help producers and executive producers to prepare original budgets and to raise finance</p> <p>Consideration of relevant tax incentive schemes</p>