



Step into Production Accounts Guidance Notes

Introduction

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

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

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

- This course is designed to enable you to begin training for a new career in the feature film industry as an accounts trainee.
- A passion for numbers and the films is essential.
- The UK film industry can be erratic and working as a freelancer is the norm. Applicants need to give careful thought to whether they feel suited to the unpredictable work patterns in film.
- This programme is most suitable for people who are in a position to manage the risk of freelance working.
- During the work experience part of the course, participants must be prepared to work long hours. Typically, there is a 55-hour working week, and sometimes there can be a requirement to work six days per week. This may impact on your family life, your social life and your pursuit of sports and hobbies.
- If selected, you will be expected to participate in the whole course – both the classroom training and the work experience segment of the course.
- The classroom training will take place in Belfast. Paid work experience will be located in Northern Ireland.
- If selected, you will receive industry respected training from an experienced Financial Controller.

Recruitment and Selection:

Interviews will be in Belfast on Wednesday 9th January.

We will seek to offer places on the programme (subject to references) by Friday 11th January 2019. The programme will formally commence on Tuesday 15th January 2019.

Trainee Specification

This will be used in the recruitment and selection procedures for the Step into Production Accounts Training Programme.

Skills & Experience

1. Demonstrate a passion for working with numbers and the feature film industry.
2. Possess strong literacy and numeracy skills.
3. Demonstrate a highly organised and logical approach to work and problem solving.
4. Have a willingness and ability to work to tight deadlines and provide examples where they have already done this in their working lives.
5. Be able to demonstrate accuracy and attention to detail. This will be examined in pre-interview tests.
6. Possess high-level communication skills, both oral and written. Provide recent evidence of the effectiveness of their interpersonal skills from the workplace.

Applicants must:

1. Be prepared to commit to working long hours - typically 11 hours a day
2. Be able to demonstrate their willingness to work on production, whether studio-based or on location within Northern Ireland.
3. Hold a full, current and clean driving licence and have ready access to transport.
4. Possess their own laptop and standard proprietary software for word-processing, spreadsheets and e-mail.
5. Be willing and able to work anywhere in the Northern Ireland Region
6. Be available to commence the programme from **Tuesday 15th January 2019.**

Personal Attributes and Qualities

1. Be self-motivated and team-players who are able to follow instructions 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 and set.
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.

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 Wednesday 9th January in Belfast. 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.

Diversity Monitoring Form

ScreenSkills, The Production Guild and Northern Ireland Screen are committed to assisting the industry to 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 connecting with 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, and diversity monitoring forms before the closing date of **Friday 4th January 2019** by email to pg@productionguild.com

Or by post to;

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