

108 Dunluce Road, Clontarf, Dublin 3, Republic of Ireland
+353879217381 (Ireland) +447366187771 (United Kingdom)
stephenthomas29@gmail.com

Stephen Thomas

Education

Chartered Institute of Management Accountants – **ACMA, CGMA** Member

- **2020** - Strategic Management, Risk Management, Financial Strategy, Strategic Case Study (first time pass – November 2020). Practical Experience Requirements approved April 2021.
- **2019** - Project and Relationship Management, Advanced Management Accounting, Advanced Financial Accounting, Management Case Study (first time pass). Awarded an Advanced Diploma in Management Accounting.
- **2018** - Organisational Management, Management Accounting, Financial Accounting, Operational Case Study (first time pass). Awarded a Diploma in Management Accounting.

University College Cork – **Bachelor of Commerce Degree – Result: 2h1** 2010-2014
Core Subjects: Economics (**Major**), Marketing (**Minor**), Accounting/Finance, Food Business, Law, Business Maths and Statistics, Management Information Systems, Government

The King's Hospital, Lucan Road, Brooklawn, Dublin 20. 2004-2010
Leaving Certificate: Achieved 445 out of maximum 600 points including A1 in Geography and A2 in History.

Work Experience

Assistant Production Accountant

- **Merman TV Emerald DAC “Untitled” – Dublin/Belfast/London** October 2021 - Current
 - **Wonderful Film Productions DAC “The Wonder” – Dublin** June 2021 – September 2021
 - **Hadley Productions DAC “Mr.Malcolm’s List” – Dublin** January 2021 – May 2021
- Primarily responsible for accounts payable including invoice entry, aged creditor monitoring and payments.
 - Responsible for Schedule D/Loan Out payments, liaising with Production on contracts.
 - Overseeing entire purchase order system and matching invoices upon receipt.
 - Assisting in preparing periodic cost and variance reports for review against the budget.
 - Cashflow analysis incorporating funding drawdowns, payroll, VAT and credit terms of suppliers.
 - Weekly bank reconciliation across multiple accounts.
 - Petty Cash, Expenses and Credit Card reconciliations.
 - Eligible/Qualifying spend tracking and assisting with the Section 481 tax credit submission.
 - Developing and issuing of purchase order and invoicing guidelines.
 - Administrating and monitoring the Revolut/Equals/Centtrip (Petty Cash) business account.
 - Monitoring call sheets, script and progress reports with a view to payments.
 - Working with Locations Dept on agreements and payments.
 - Tracking COVID tests, Extras and Catering costs against signed weekly log breakdowns.
 - Monitoring and organising the accounts email, responding to any queries that arise.
 - Proficient with PSL/DPO and Moneypenny accounting systems.

Fulwell 73 Productions - London Management Accountant

April 2019 – September 2020

Production:

- Assisting with production set up once greenlit. This will involve bank account set up and separate entity registration (if necessary). The final version of the budget will then need to be uploaded onto the PMI system along with a recoveries schedule.
- Regular reviewing of the cost monitor against the budget, overspends are queried and action taken if necessary. Assisting the production in terms of purchase orders and missing invoices.
- Raising recovery journals between corporate accounts to productions at regular intervals.
- Issuing timely cost reports and sales invoices to clients at agreed milestones.
- Assisting with production closing process, including inputting credit cards and petty cash costs and assigning them to cost schedules, in order to reach a final cost report.

Analysis:

- Built a cashflow analysis model, incorporating forecasted projects and overheads, under various assumptions (best/middle/worst-case scenarios, what ifs etc).
- Conducted in-depth investment analysis on developing a new office location, exploring different fit out costs, along with various financing options. Managed the budget once greenlit.
- Regularly analysis on recoveries against pre-agreed levels in order to try and achieve overall profit margin targets.
- Preparation of annual overhead budgets, working alongside departmental heads and setting targets for the financial year. Conducted variance analysis throughout the year.
- Developed and regularly updated a fixed asset register containing post production equipment, camera kit and computers. Linked to overall recoveries analysis.
- Reviewing and revising AP, AR and Payroll processes.

Reporting:

- Primarily responsible for producing quarterly board meeting documents including Financial Statements (PL, BS, CF), Business Plan (project and overall company growth forecast) and Board Presentation (charts, graphics, items to discuss etc).
- Managing quarter end close process, including accruals and prepayments.
- Producing a detailed monthly payroll report, for both production and full-time staff.
- Managing VAT returns for all group entities, ensuring journals and payments are completed.
- Managing intercompany loan balances and intercompany AR/AP.
- Preparation of material for statutory and internal audit process, working alongside company accountants and auditors to compile necessary documents.

Thompson Project Management - Ireland Management Accountant

October 2016 – March 2019

Accounts Payable:

- Began in accounts payable role; processing supplier invoices, payroll, completing payments, monitoring aged creditor reports and providing cash-flow projections for management.
- Responsible for streamlining payroll and improving labour costing for individual projects.

Accounts Receivable:

- Moved to accounts receivable for the property department. Responsible for collecting rent/service charge for the retail park, shopping centre, car park, commercial units, office units and apartments owned by TPM.
- Timely invoicing, provision of statements, aged debtor analysis and strict credit control procedures. Experienced with Sage 50 platform.
- Daily bank reconciliations and lodgements.
- Weekly and monthly reporting of the rent schedule and car park income.
- Assist with the preparation of monthly/quarterly accounts and journal entries, including accrual and pre-payments.
- Managing VAT Returns across a number of entities.
- Preparation of year end accounts for financial controller, company accountants and external auditors.

Property Finance and Management:

- Agree annual budgets with property managers for service charge companies.
- Weekly progress meetings with relevant property managers.
- Successfully implemented a new car parking system increasing revenue and reducing labour costs.
- Negotiated lease/licence agreements for new long-term tenancies, as well as renewals and rent reviews for current occupants.
- Researching, advertising and pitching unoccupied commercial units to prospective tenants.

Other Employment

Waiter/Bartender – Catch 22, Dublin

July 2016 – September 2016

Server – Soho House, Los Angeles

January 2016 – June 2016

Production Assistant – Haven Entertainment, Los Angeles

July 2015 – June 2016

Sales Manager – Fruitfellas, Dublin

July 2010 – May 2015

Investment Analyst - Aon Hewitt, Dublin

April 2013 – September 2013

Other Information

Software: Microsoft Office, Google, Sage, QuickBooks, PMI, Moneypenny.

University: Former Director of Events of UCC Management and Marketing Society.

Former Member of the UCC Drama Society.

Teaching: Qualified ISA sailing instructor, teaching in both Courtown Sailing Club (Wexford, Ireland) and Mission Bay Sports Center (San Diego, California).

Sports/Fitness: Triathlon, Gym, Rugby, Football, Boxing, Sailing, Golf, Surfing, Yoga.