



**PRODUCTION, CRAFT &
TECHNICAL SCHEME:
Accounts Trainee**

March 2025

**WORK PLACEMENT PROGRAMME
JOB SPECIFICATION & GUIDELINES**



PRODUCTION, CRAFT AND TECHNICAL

CANDIDATE INFORMATION PACK

March 2025

Northern Ireland Screen is the screen agency for Northern Ireland. We are committed to maximising the economic, cultural and educational value of the screen industries for the benefit of Northern Ireland. Our mission is to accelerate the development of a dynamic and sustainable screen industry and culture in Northern Ireland.

Our 3 economic, cultural and educational objectives are for:

1. Northern Ireland to have the strongest screen industry outside of London in the UK and Ireland;
2. Ensure the industry supports vibrant and diverse cultural voices that will be recognised and celebrated equally at home and abroad;
3. Mainstream across Northern Ireland the most successful screen and digital technologies education provision in Europe.

Northern Ireland Screen is a company limited by guarantee, currently employing 45 people and we are governed by a Board of thirteen directors. The Chairman is Sir David Sterling and Sir Kenneth Branagh is Honorary President.

Production, Craft & Technical Scheme

This scheme provides training opportunities in a variety of roles in the film and television industry. It is a paid placement scheme ([Real Living Wage](#)) and participants will gain experience on Northern Ireland Screen's funded film and television projects over a two year period. Previous experience is not necessary, however, a keen interest in the film and television industry is essential, together with a willingness to learn, be self-motivated and the ability to work under pressure.

This is a call for applications from those people interested in working in the following department:

- **Accounts Department**

This programme is open to over 18's only and must not be in full-time education.

Location: Various across Northern Ireland so access to a car would be beneficial.

Hours: 60 hours per week – start and finish times may vary depending on the work schedule at the time.



Who is eligible to apply?

You are eligible to apply if you can answer these four questions:

- Are you eligible to work in the UK?
- Do you currently reside in Northern Ireland?
- Are you over 18 and not in full-time education?
- Are you available to participate in the scheme from April 2025 – Mar 2027?

If you cannot answer **YES** to these four questions, please do not apply. Ineligible applications will be automatically discarded.

For the avoidance of doubt, Northern Ireland needs to be your primary residence for tax purposes. Applicants residing in Northern Ireland will take priority.

How do I apply?

You can access our online application system via our [online portal](#). Please note, that if this is your first time applying for a role via our online application system, you will be prompted to create a profile. Once registered, the system will retain your information for any future roles you apply for.

How do I obtain application details?

It is preferable that all applications are completed via our [online portal](#). However, should you require an application form in an alternative format, please contact Human Resources via email: Hr@northernirelandscreen.co.uk or on 028-90232444. CVs will not be accepted.

Deadline for applications:	1pm on Friday 28th March 2025
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PLEASE NOTE: Under no circumstances will applications be accepted after this deadline.

NB: Due to the high volume of applications Northern Ireland Screen receive, unfortunately we are unable to offer individual feedback to unsuccessful applicants.

There may a reserve list of applicants drawn up for this post which would last for a maximum of 12 months. Should a similar post become vacant within this time, it may be offered to those on the reserve list, in order of merit, without further interview.

Accounts Trainee – Key Information

Post	Accounts Trainee
Salary Scale	Real Living Wage – currently £12.60 per hour
Scheme	Production, Craft and Technical Scheme
Estimated Start Date	April 2025

Job Description

The Accounts Trainee will carry out tasks under the direction of the Production Accountant, which typically include data entry, filing and paperwork. They will work across all aspects of the Accounts Department to learn as much as possible. They must have an enthusiasm to learn on the job by assisting and contributing towards many different elements of accountancy practices specific to film production.

Responsibilities

- Accurately input financial data into the accounting system.
- Maintain organised and up-to-date financial records.
- Support the processing of invoices and payments via payroll, purchase card or accounts payable.
- Assist with bank and VAT reconciliations.
- Compile data for budgeting and forecasting activities.
- Provide support during internal and external audits.
- Understanding tax and IR35 regulations – ensuring information is collated for HMRC reporting.

Essential Criteria:

- Proven ability to work with numbers.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and organisational abilities.
- Effective communication and interpersonal skills.
- Basic understanding of accounting principles.

Desirable Criteria:

- Experience in a financial, clerical or data processing environment **OR** relevant Third Level academic qualification in eg Accounting / Finance / Bookkeeping
- Advanced skills in Microsoft Excel, including functions relevant to financial analysis.
- Full driving licence and access to own car.



Selection Process

Northern Ireland Screen's aim is to appoint the best person to each vacant post. Recruitment and selection will be conducted to ensure equality of opportunity and selection will only be made on the basis of merit.

Northern Ireland Screen will follow best practice in recruitment and selection procedure and will ensure that everyone involved in the selection can apply the procedure effectively, consistently and fairly. As far as possible the selection panel will be balanced in terms of gender, community background, etc.

Selection will be based solely on merit measured against clear, precise criteria based on the abilities, experience, qualifications and qualities required for the post. The nature and level of these requirements will be justifiable and appropriate to the job. The selection criteria will be applied fairly and consistently when short-listing, at interview and throughout the selection process.

All candidates will be given an equal chance to demonstrate their abilities and the same standards will be applied to all. As far as possible, all interviews will be held on the same day or completed on subsequent days. Northern Ireland Screen will try to accommodate applicants who request alternative dates or times for interviews but this may not always be possible. Any specific needs relating to access will be accommodated.

The assessments and decisions at the short-listing, interviewing and selection stages will be properly recorded and retained for between 6 months to one year after notifying unsuccessful applicants. Confidentiality will be assured at every stage of the recruitment and selection process. Members of selection panels will not discuss applicants outside panel meetings and all information on applicants will be kept secure and confidential.

The essential criteria for the post will be used to shortlist candidates for interview and it is important that all candidates address each of the criteria clearly on the application form giving specific, personal examples where appropriate. If there are a large number of candidates who satisfy the essential criteria, Northern Ireland Screen reserves the right to take the desirable criteria into consideration in order to reduce the number of candidates invited to interview.

Please let us know if you require any special arrangements throughout the recruitment process.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.



Guaranteed Interview Scheme

As part of our commitment to the employment of disabled people, we operate a Guaranteed Interview Scheme (GIS). The GIS does not guarantee a job. However, its objective is to ensure a guaranteed number of disabled applicants, who meet the minimum essential criteria for the role they have applied for, are offered an interview.

Pre-Employment Checks

To be officially appointed at Northern Ireland Screen, all candidates who successfully complete the selection process will be required to undergo an Access NI Basic Disclosure Check. Human Resources will provide further guidance once a candidate has been provisionally offered the position.