

MANDY RAUBENHEIMER

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ACCOUNTANT SUPERVISOR | MEDIA PRODUCTION INDUSTRY



Career Summary

- Over **24 years** of extensive experience in **Accounting operations**, with a strong focus on Budget monitoring, and Financial Reporting. Demonstrated proficiency in **preparing Journal Entries and reconciling Bank accounts**. Skilled in managing complex **Multi-Currency Transactions, VAT reconciliations, and Payroll Processing**.
- Proficient in the use of advanced accounting and ERP software**, to streamline financial workflows and maintain audit-ready records. Strong analytical abilities applied to **Variance Analysis and Fund Tracking**. Expertise in identifying discrepancies, implementing internal controls, and collaborating with auditors.
- Demonstrated leadership in supervising and mentoring accounting teams, and ensuring adherence to company policies and best practices. Capable of **managing multiple tasks under tight deadlines** while maintaining accuracy and attention to detail. Adept at **process improvement initiatives**, enhancing operational efficiency, and supporting **Informed Decision-Making** through timely and reliable financial insights.



Career Objective

Seeking a challenging role in the Accounting and Supervising industry where my experience in **Accounting Proficiency, Supervisory Experience, and Strong Analytical can be leveraged** to drive accurate financial operations, ensure regulatory compliance, and contribute to organizational growth.



Career Snapshot

- 2020 – Present **PRODUCTION ACCOUNTANT SUPERVISOR**
Middle East Broadcasting Company, Dubai, UAE
- 2016 – 2019 **PRODUCTION ACCOUNTANT**
Image Nation Abudhabi, Abu Dhabi, UAE
- 2001 – 2015 **CONTRACT-BASED ACCOUNTANT ROLE**
Mad Max: Fury Road
Mission: Impossible – Ghost Protocol
Homeland – Season 3
Avengers: Age of Ultron
Black Sails – Season 3
Safe House
Desert Warrior IMDB
Inheritance – Season 1
Multiple Projects (details available upon request)



Personal Profile

Nationality: South African
Languages: English
Driving License: Valid UAE D/L
References: Available Upon Request
Visa Status: Job Visa UAE



Certifications and Skills

High School Diploma
2000

Cape Town Technical College, South Africa



Certifications and Skills

Project Management Foundations
LinkedIn Learning

Project Management Foundations: Budgets
LinkedIn Learning

Project Management Foundations: Requirements
LinkedIn Learning

Financial Accounting Part 1
LinkedIn Learning

Excel Essentials Training
LinkedIn Learning

IFRS and Tax Training
In-house



Areas of Expertise

- Financial Reporting & Analysis
- Budgeting & Cost Control
- Payroll Management
- VAT & Tax Compliance
- Bank Reconciliation & Cash Management
- Ledger & Chart of Accounts Management
- Journal Entries
- Audit Coordination & Compliance
- Multi-Currency Transactions
- Production Accounting
- Oracle, Fusion, PSL, Eaze, Vista)
- Variance Analysis & Fund Tracking
- Team Leadership & Mentorship
- Contract & Invoice Validation
- Financial Forecasting & Consolidation



Career Highlights

Feb 2020 – Present

PRODUCTION ACCOUNTANT SUPERVISOR

Middle East Broadcasting Company, Dubai, UAE

Job Responsibilities:

- **Review and validate invoices, contracts, and financial documents**, ensuring accuracy and compliance with production finance policies and UAE regulations.
- Oversee payroll processing for local and international crews, including the application of **guild fringes (WGA, DGA, SAG-AFTRA)**, while maintaining accurate personnel and contract records.
- **Prepare and issue invoices** for clients and partners, ensuring timely follow-ups on collections and accurate reflection in production accounts.
- **Manage bank reconciliations, payments** (bank transfers/cheques), and **multi-currency transactions**, maintaining transparency in all financial dealings.
- **Handle petty cash disbursements** and maintain reconciled petty cash sheets, ensuring proper documentation and accountability of production expenses.
- Lead the **preparation and submission of VAT returns** in accordance with UAE tax laws, ensuring timely compliance and accurate reporting.
- **Generate PSL cost reports** and trial balances, providing detailed financial insights to production leads and senior management.
- Collaborate with production teams to **implement financial controls, ensuring policies and procedures** are followed across all projects.
- Advise international crew members on UAE financial rules and regulations, ensuring smooth onboarding and compliance with payment practices.
- **Supervise the processing of payments, verifying supporting documents** and ensuring accuracy before approval and release.
- Utilize accounting systems such as **Oracle, Fusion, PSL, Eaze, and Vista** to streamline **financial reporting, enhance efficiency, and maintain audit-ready records**.
- **Effectively prioritize, schedule, and oversee multiple financial tasks**, ensuring timely delivery of reports, payments, and compliance requirements.

Major projects:

- **RASHASH**: Senior Prod. Manager: Rania El Nahas, Executive Producer: Safa Aburizi, Executive Producer: Peter Smith
- **INHERITANCE – SEASON 1**: Producer: Rami Yasin, Line Producer: Rula Nasser
- **DESERT WARRIOR (DESERT WARRIOR - IMDB)**: Producer: Jeremy Bolt, Executive Producer: Eric Hedayat

2016 – 2019

PRODUCTION ACCOUNTANT

Image Nation Abu Dhabi, Dubai, UAE

Job Responsibilities:

- Prepared working papers, audit schedules, and supporting documentation, ensuring smooth coordination with auditors and full compliance with financial standards.
- Recorded journal entries on an accrual basis and maintained the general ledger and chart of accounts, safeguarding the accuracy of financial data.
- Monitored cash flows by tracking funds, preparing deposits, and performing timely bank reconciliations to support accurate reporting.
- Analyzed monthly expense variances, prepared detailed explanations, and provided insights to strengthen budgetary control.
- Managed VAT reconciliations and prepared tax returns, ensuring compliance with UAE tax laws and regulatory requirements.
- Loaded production budgets and payments into accounting systems, maintaining alignment between operational spending and financial records.
- Partnered with internal and external auditors to identify discrepancies, resolve issues, and enhance the accuracy of financial statements.
- Compiled and posted general ledger entries within tight deadlines, achieving high accuracy and reliability in financial reporting.
- Oversaw inventory management, ensuring proper valuation, reconciliation, and reporting to support production efficiency.
- Trained and mentored new employees on accounting systems, principles, and company policies, improving team capability and compliance.

Major Projects

- **ON BORROWED TIME, ON BORROWED TIME RESHOOT**: Producer: Rami Yasin, Executive Producer: Majaid Al Ansari
- **RASHID & RAJAB, RASHID AND RAJAB (RESHOOT)**: Producer: Rami Yasin, Line Producer: Rula Nasser
- **SCALES**: Producers: Robert Paul Miller / Stephen Strachen, Line Producer: Rula Nasser
- **ARAB FILM STUDIOS**: Head of Training & Development: Alicia Conzalez
- **QUEST ON AIR, QUEST ORIGINAL PRODUCTIONS, QUEST PROJECT MARKETING**: Ghina Abdulla / Mohamed Abdulhak / Katie Golding / Jessy Chaufroun