



## Emily Hanson Areas of Responsibility and Supervisor

VM3COP02 Organisation chart

VM3COP02 Organisation Complete Overview

Main Catagory	Supervisor	Responsibilities	Members
Accounts	Accounts		
Processes	Controller	<u>Responsibilities</u>	<u>Helen Lamb</u> <u>Emily Hanson</u>
	<u>Helen Lamb</u>		<u>Derek Lamb</u>

## Tasks Emily Hanson Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
<u>444</u>	Remit Processing	Every 1 Weeks	Accounts Processes	1	17 May 2022	
<u>629</u>	Petty Cash Reconciliation	Every 12 Months	Accounts Processes		03 Jan 2023	

## Audits Emily Hanson Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
<u>902</u>	Emails - check they have been done	Every 1 Weeks	IT Controller		19 May 2022	
<u>1021</u>	Xero Review Sales Contacts	Every 3 Months	Accounts Processes	1	10 Aug 2022	