



Emily Hanson Areas of Responsibility and Supervisor

[VM3COP02 Organisation chart](#)

[VM3COP02 Organisation Complete Overview](#)

Main Catagory Supervisor Responsibilities Members

Accounts Controller [Responsibilities](#) [Helen Lamb](#) [Emily Hanson](#)
 Processes [Helen Lamb](#) [Derek Lamb](#)

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	