



73		Zoey Teal viamed.zoey.teal@gmail.com zoey.teal@viamed.co.uk Direct Email zoey.teal@vmsecure.me.uk	1	1	0	         
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Zoey Teal Areas of Responsibility and Supervisor

[VM3COP02 Organisation chart](#)
[VM3COP02 Organisation Complete Overview](#)

Main Catagory	Supervisor	Responsibilities	Members
Accounts Processes	Accounts Controller		
	Helen Lamb	Responsibilities	Helen Lamb Derek Lamb Helen Lamb Helen Lamb Helen Lamb
	Helen Lamb		Derek Lamb Derek Lamb Derek Lamb Zoey Teal Zoey Teal
	Helen Lamb		Zoey Teal
Office Processes	Office Team Leader		Sophie Lines Zoey Teal Kate Griffiths Emma Clark Michael Lamb
	Derek Lamb	Responsibilities	Lamb Sophie Lines Sophie Lines Sophie Lines Zoey Teal Zoey Teal Zoey Teal Kate Griffiths Kate Griffiths Kate Griffiths Emma Clark Emma Clark Emma Clark Michael Lamb Michael Lamb
	Derek Lamb		Michael Lamb Emily Hanson Catrin Hird Aqib Majeed Sherralee Lamb
	Derek Lamb		

Tasks Zoey Teal Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
223	Accounts on Stop - Check customers haven't paid	Every 2 Weeks	Accounts Processes	1	03 Jul 2025	
446	Sales Accounts Reminders	Every 1 Months	Accounts Processes		01 Jul 2025	
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446	Sales Accounts Reminders	Every 1 Months	Accounts Processes		01 Jul 2025	
446	Sales Accounts Reminders	Every 1 Months	Accounts Processes		01 Jul 2025	
430	Emailing Of Invoices	Every 1 Days	Office Processes	1	01 Jul 2025	
990	B2B Router / Peppol Responsibility	Every 1 Weeks	Office Processes		04 Jul 2025	

Audits Zoey Teal Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
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