



#VUI	Picture	Name	Active	Security	Proto	Details	Access	Allocated Roles	Roles Stats	HSE	Training	Required Reading	Wage	Breaks	Holidays
73		<u>Zoey Teal</u> viamed.zoey.teal@gmail.com zoey.teal@viamed.co.uk Direct Email zoey.teal@vmsecure.me.uk	1	3	0										

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 Helen Lamb Helen Lamb Helen Lamb	Helen Lamb Derek Lamb Helen Lamb Helen Lamb Helen Lamb Responsibilities Derek Lamb Derek Lamb Derek Lamb Zoey Teal Zoey Teal Zoey Teal
Office Processes	Office Team Leader Derek Lamb Derek Lamb Derek Lamb	Sophie Lines Zoey Teal Kate Griffiths Emma Clark Michael Lamb Sophie Lines Sophie Lines Sophie Lines Zoey Teal Zoey Teal Responsibilities Teal Zoey Teal Kate Griffiths Kate Griffiths Kate Griffiths Emma Clark Emma Clark Emma Clark Michael Lamb Michael Lamb Michael Lamb Emily Hanson Catrin Hird Aqib Majeed Sherralee 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	30 Jul 2026	
446	Sales Accounts Reminders	Every 1 Months	Accounts Processes	01 Aug 2026	
446	Sales Accounts Reminders	Every 1 Months	Accounts Processes	01 Aug 2026	
446	Sales Accounts Reminders	Every 1 Months	Accounts Processes	01 Aug 2026	
446	Sales Accounts Reminders	Every 1 Months	Accounts Processes	01 Aug 2026	
430	Emailing Of Invoices	Every 1 Days	Office Processes	24 Jul 2026	
990	B2B Router / Peppol Responsibility	Every 1 Weeks	Office Processes	24 Jul 2026	

Audits Zoey Teal Directly Allocated

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