



# Harriet Drummond

## Finance & Office Manager

Harriet has a finance and accounting background and manages all the financial components within the organisation.

Harriet is responsible for data entry, project monitoring, invoicing, BAS preparation, payroll, month, and end of year financial reporting. She also manages the day-to-day office administration and provides human resource support to the Managing Director and Operations Manager of GCA.

## CONTACT

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## CAREER HIGHLIGHTS

2019 current	○	<b>Gerard Coutts &amp; Associates</b> <ul style="list-style-type: none"><li>• Finance &amp; Office Manager</li></ul>
2015 2019	○	<b>Meerkin &amp; Apel Lawyers</b> <ul style="list-style-type: none"><li>• Accounts Manager</li></ul>
2009 2015	○	<b>Coote Family Lawyers</b> <ul style="list-style-type: none"><li>• Accounts Manager</li></ul>
2008 2009	○	<b>Ian Barker Landscapes</b> <ul style="list-style-type: none"><li>• Accounts Manager &amp; Office Manager</li></ul>
1993 2008	○	<b>Wholesale Wine Service</b> <ul style="list-style-type: none"><li>• Founder &amp; Co-owner</li></ul>
1991 1993	○	<b>Orlando Wine Company</b> <ul style="list-style-type: none"><li>• On-Premises Account Manager</li></ul>
1985 1991	○	<b>Rosemount Wines</b> <ul style="list-style-type: none"><li>• On-Premises Account Manager</li></ul>

