



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

Phone

0438 383237

e-mail

hdrummond@gerardcoutts.com.au

web

gerardcoutts.com.au

CAREER HIGHLIGHTS

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

