

Tasks for 31st March and 1st April 2020 (GMCA)

- ✚ ITF Re-certification Payment 31st March
- ✚ Followed up Calls with the Auditor on the Audited Accounts for 2019 and sent in additional document to him.
- ✚ Requested Pension Alliance Schedule – Sent to Pal Alliance 1st April
- ✚ Email responses to staff and Shell – 31st March
- ✚ Received calls from Clients – 31st March
- ✚ Pension Schedules, Remittances and Cheques for SPDC Contract Staff – 31st March
- ✚ Other administrative and contracts duties via phone calls 31st March and April 1st
- ✚ Seabed CPT system Commercial Quotes for Gibbs and Dold CC – April 1st
- ✚ Went to the Bank to sort out Pension Cheques Issues and also went to office to check on the clerical staff and give them money for water. April 1st
- ✚ Paye Deduction Schedule for March 2020 for LOS Staff