

# Pillow May Team



Team Member	Roles & Responsibilities	Working Hours
	<b>Jessica</b> Business Development and Business & Tax Advice	Monday, Tuesday, Thursday & Friday – 8am – 3pm
	<b>Ruth</b> Personal Tax and Payroll Manager	Monday & Wednesday 9am - 4.30pm Tuesday & Thursday 9am - 2.30pm
	<b>Catherine</b> Business & Tax Advice & Management accounts	Monday, Wednesday & Thursday 9.30am- 3pm
	<b>Deborah</b> Year-end Accounts Preparation	20 hrs p/w remotely from New Zealand
	<b>Shelley</b> Accounts Technician Cloud Software Support	Monday to Friday 8.30am – 3pm
	<b>Ruth G</b> Payroll & Accounts Administration	Monday to Friday 9am – 5pm * 2pm on Fridays
	<b>Sam</b> Client Relationship Administration	Monday, Tuesday, Thursday & Friday 9am- 2pm
	<b>Emma</b> Cloud bookkeeper	12hrs p/w remotely from Swansea University
	<b>Suzanne</b> Marketing and PR Manager	Monday & Wednesday 9am – 5pm