



# THOMPSONS OF PRUDHOE

## HELEN HILLARY HR DIRECTOR



**Telephone:** 01661 832 422  
**Email:** helenhillary@thompsonsofprudhoe.com

Year of birth: 1968  
Nationality: British  
Joined firm: 10<sup>th</sup> September 1984

### PERSONAL PROFILE

A crucial part of a team ensuring support to all Management Operations and the ability to adapt to any work related situation. Helen has over 31 years' experience with the Thompsons of Prudhoe Group of Companies and 31 years within the industry in total.

Helen is responsible for all aspects of Human Resource functions as HR Director. Helen's style and extensive experience with Thompsons of Prudhoe which has ranged from Reception, PA, Accounts Department, Management Accounts Analyst and Human Resources bring great benefits to the smooth running of the Head Office and managing employee relations throughout the Group.

### EDUCATIONAL HISTORY

1985 La Sagesse Convent High School

### QUALIFICATIONS & TRAINING

- RSA Typing I & II/Word-processing
- Fire Safety Awareness
- First Aid
- Introduction to Employment Law – ELAS (City & Guilds)
- Currently working towards CIPD Level 3

### CAREER HISTORY

1984 – Present Thompson's of Prudhoe Ltd

1984 – Receptionist/PA

PA to Directors Ensuring calls are dealt with efficiently Ensuring that visitors to reception are dealt with in a pleasant & efficient manner
Open daily post Welcoming visitors in reception & directing them to the appropriate person Answer busy switchboard Ensuring that calls are forwarded to relevant person or that messages are taken efficiently & forwarded to the relevant person Typing of correspondence from various departments & directors



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Forwarding of general emails to relevant person or department  
Sorting of daily post & delivering of post to the Post office  
Documenting of newly priced contracts, extending and forwarding to clients.  
Register of Tender Prices is kept accurate  
Typing of letters/quotations/emails and filing correspondence for future use  
Taking of Minutes meetings  
Assist Accounts Office as required  
Assist wages department as required  
Carry out duties in a safe and efficient manner

In additional to the duties, which this job normally entails, the employee may from time to time be required to undertake additional or other duties as necessary to meet the needs of the Employer's business including duties in the Thompson Group

## 1988-1992 Credit Control

Credit Control  
Sales Ledger for W & M Thompson (Earthworks) Ltd  
Producing Invoices, Credit notes and Statements for the Sales Ledger  
Credit Control for Aged Debt  
Allocation of COD monies transactions, cash & Cheques to the system  
Allocation of monies received to customer accounts  
Liase with customers regarding outstanding accounts  
Liase with Contracts Managers/Directors relating to Customer Accounts & Queries  
Liase with Legal Department re bad Debt as required  
Bank reconciliation for Sales Ledgers  
Maintenance of Sales Ledger system  
Balancing Books/Sales ledger system at the close of each month  
Liase with Financial Director in respect to Sales Ledger Queries & Concerns  
Assist Accounts office as required

## Sept 1992-Dec 1992 Maternity Leave

## Jan 1993-2009 Preparation of Management Accounts /PA to Financial Director

## June 1995-Sept 1995 Maternity Leave

## Oct 2002 Appointed Director of Thompsons of Prudhoe (Holding) Ltd

### Preparation of Management Accounts /PA to Financial Director

Analysing sales/purchase ledger cashbooks  
Wages Controls  
Balancing trial Balance against Journal entries  
Posting of Extra Ordinary Journals – RFT, Depreciation, Vehicle Costs  
Balancing Wages Control and Bank Accounts  
Analysis of Debtors/Creditors  
Assist in Preparation VAT & Aggregate tax returns  
Assist Financial Director with audit preparation for year-end periods.  
Assist within the Accounts Department as necessary  
Assist cover for Wages Department  
Attend Board Meeting



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## **2009-Present HR Director**

Weekly & Monthly Payroll for the Thompson Group of Companies.

Processing of weekly payroll from computerised clocking times and timesheets  
Processing of Monthly payroll  
Monitoring & Recording Employee Holiday Entitlement  
Monitoring & Recording Sick Records  
Maintaining Personnel records for all employees  
Monthly remittance of pension schedule, B & CE Holiday Template, Inland Revenue, Attachment of Earnings and CSA deductions.  
Carry out Year End Procedures ensuring that all relevant statutory forms are forwarded to the Revenue and Employees within the required timescale  
Liase with Site Managers, Supervisors and Directors  
To assist with Disciplinary & grievance procedures within the Group  
Compliance with notifications issued by the Inland Revenue  
Deal with employee enquiries  
Ensure the Clocking system is up dated as necessary  
Conduct Investigations as necessary-ensure paper trail  
Conduct Disciplinary Hearings and outcome-ensure paper trail  
Conduct Grievance Hearings and Outcome-ensure paper trail  
Ensure that Long Term Sickness Employees are contacted and wherever possible ensure return to work  
Conduct Incapacity Hearings & Return to Work Hearings and Outcome  
If Necessary Conduct Redundancy procedure  
Ensure the company is within the employment law and policies are up dated  
Be the necessary point of contact  
Ensure that queries are dealt with regarding employment issues  
Oversee the Payroll Department  
Advice on Employment issues as they arise.  
Attend Board Meetings