

# Meet the Administration Team

Lead Association for Catering in Education



James Beaumont

Will be the lead person for the contract, responsible for the day to day operation and delivery, processing queries and ensuring a professional delivery of support



Teresa Hill

All finance related tasks including, invoicing, billing, providing audits and monthly statements for LACA



Sue Leuty

Supporting the 'Partners Scheme', Sue will be first port of call for 'Partner' queries



Caroline Mendham

Telephone support, answering queries, up keep and input of LACA call system



Louise Hughes

Telephone support, answering queries, up keep and input of LACA call system



Gemma Cooney

General admin, booking of venues and generally supporting other colleagues in the team