



Karen  
Morris



## My Job at Inclusion North

I am the Finance assistant for Inclusion North.

The Office Manager is my line manager.



My job includes:



- Making sure we pay people for the work they do and our bills for running the company.



- Making sure we get paid by people we do work for.



- Keeping good records for all of the money and the things we buy for the company like computers and equipment.
- Any other support with looking after the money when required.