



## Business Support Services

Contact Name	Services Offered	Telephone Number	Email Address
Cherie Dillon	<p><b><u>Business Support</u></b></p> <ul style="list-style-type: none"><li>• Business Plans /Planning</li></ul> <p><b><u>HR Consultancy</u></b></p> <ul style="list-style-type: none"><li>• Drafting &amp; reviewing HR policies, procedures &amp; guidelines</li><li>• Supporting implementation of policies, procedures &amp; guidelines</li><li>• Providing advice &amp; guidance on learning &amp; development matters</li><li>• Assisting with recruitment</li><li>• Providing updates &amp; training on local employment law</li><li>• Assisting with disciplinary matters</li></ul> <p><b><u>Company Secretary</u></b></p> <ul style="list-style-type: none"><li>• Company secretarial</li><li>• Company formation &amp; registration</li><li>• Acting as named company secretary</li><li>• Attending meetings of board &amp; shareholders</li><li>• Preparation &amp; filing of annual &amp; other statutory returns</li></ul>	H: 00290 22952 M: 00290 61136	<a href="mailto:cherie.dillon21@gmail.com">cherie.dillon21@gmail.com</a>

Mark Yon	<ul style="list-style-type: none"> <li>• ICT—Website Design, Computer Hardware &amp; Software Support</li> <li>• Admin &amp; Finance Support</li> <li>• ICT Training</li> </ul>	H: 00290 24816 M: 00290 61193	<a href="mailto:enquiries@envisionitcss.com">enquiries@envisionitcss.com</a>
Burgh House Ltd.	<ul style="list-style-type: none"> <li>• Tender proposals</li> <li>• Business plan</li> <li>• Sales and marketing</li> <li>• Project management branding and design</li> <li>• Website development</li> <li>• Employment policy and Human Resources</li> <li>• Company formation and agreements</li> </ul>	H: 00290 22041	<a href="mailto:john@burghhouse.com">john@burghhouse.com</a>
Paul Scipio	<ul style="list-style-type: none"> <li>• Project Management</li> <li>• Building Design Services etc.</li> </ul>	H: 00290 23848 M: 00290 61725	<a href="mailto:paulwscipio@gmail.com">paulwscipio@gmail.com</a>
Sharon Henry	<ul style="list-style-type: none"> <li>• Website Design</li> <li>• Branding</li> </ul>	H: 00290 23002	<a href="mailto:info@insidesthelena.com">info@insidesthelena.com</a>
Luke Bennett	<ul style="list-style-type: none"> <li>• Branding/Logo Design/Poster/leaflets/ Business Cards</li> </ul>	H: 00290 22908 M: 00290 65314	
Hensil Obey	<ul style="list-style-type: none"> <li>• Business Plans</li> <li>• Final Accounts</li> <li>• Preparation of Workbook (sheets)Financial Entries</li> </ul>	H: 00290 22117 M: 00290 61016	<a href="mailto:hensil.obey@helanta.co.sh">hensil.obey@helanta.co.sh</a>
Survey Tech Ltd	<ul style="list-style-type: none"> <li>• Technical Design Works Building &amp; Design Services</li> <li>• Project Management Costing/Estimates/Valuations</li> <li>• Survey Works- Topographical, Engineering &amp; Building Site Supervision.</li> </ul>	H: 00290 25445	<a href="mailto:SurveyTech@helanta.co.sh">SurveyTech@helanta.co.sh</a>

Derek Richards (Island Images)	<ul style="list-style-type: none"> <li>• Business Planning</li> <li>• Project Management</li> <li>• Building Design Services</li> <li>• Destination Management</li> </ul>	H: 00290 24620 M: 00290 51213	<a href="mailto:office@islandimages.co.sh">office@islandimages.co.sh</a>
Andrew Radley	<ul style="list-style-type: none"> <li>• Legal Services</li> </ul>	0044 1884799014  0044 7803539859	<a href="mailto:andrew.radley@gmail.com">andrew.radley@gmail.com</a>
Glenn Owen	<ul style="list-style-type: none"> <li>• Business plan to funding and BOSH loan applications</li> <li>• SHG e-tendering</li> </ul>	H: 0029023608 M: 0029051203	<a href="mailto:gbo@helanta.co.sh">gbo@helanta.co.sh</a>
Graeme Beckett	<ul style="list-style-type: none"> <li>• Business Planning &amp; Financial Assistance</li> </ul>	H: 00290 23608 M: 00290 51203	<a href="mailto:graemebbeckett@gmail.com">graemebbeckett@gmail.com</a>
Michelle Yon	<ul style="list-style-type: none"> <li>• Accounting services</li> <li>• Admin and Finance Support</li> <li>• Business plans / planning</li> <li>• HR consultancy</li> <li>• Company secretarial</li> <li>• Project management</li> </ul>	M: 00290 62729 H: 00290 23677	<a href="mailto:michielleyon@gmail.com">michielleyon@gmail.com</a>
Group Internal Audit Services (GIAS)	<ul style="list-style-type: none"> <li>• Accounting, Bookkeeping &amp; Payroll. Financial, cash flow forecasting &amp; profit improvement programmes;</li> <li>• Help with company formations, partnership agreements and commercial contracting;</li> <li>• Supply Chain Management Risk Management</li> <li>• Cyber Security Assurance</li> <li>• Information Systems Assurance</li> <li>• Compliance Reviews</li> <li>• Consulting Services and Due Diligence</li> <li>• Anti-Fraud Reviews.</li> </ul>	H: 00290 22692 W: 00290 22470	<a href="mailto:Anesu.Makamure@sainthelena.gov.sh">Anesu.Makamure@sainthelena.gov.sh</a>

Peter Crane	<ul style="list-style-type: none"> <li>• Fiber optic testing and troubleshooting</li> <li>• PC configuration and repair</li> <li>• Network configuration and troubleshooting</li> <li>• PBX/telephone troubleshooting and repair</li> <li>• CCTV setup and repair</li> <li>• Video Teleconferencing configuration and troubleshooting</li> <li>• UHF, VHF, and HF radio maintenance and troubleshooting</li> <li>• Air Traffic Control and Landing systems maintenance and repair</li> <li>• Satellite dish installation, sighting and maintenance</li> <li>• Voice recording system installation, maintenance and repair</li> <li>• Configuration and maintenance of Point of Sales, ATM and credit card machines</li> <li>• Installation and maintenance of SMART boards</li> </ul>	M: 00290 66351 H: 00290 23414	<a href="mailto:petercrane42@gmail.com">petercrane42@gmail.com</a>
Marita Bagley	<ul style="list-style-type: none"> <li>• Admin and Finance Support</li> </ul>	H: 00290 25622 M: 00290 51321	<a href="mailto:marita.bagley@helanta.co.sh">marita.bagley@helanta.co.sh</a>
Craig Williams	<ul style="list-style-type: none"> <li>• Photography Services</li> </ul>	M: 00290 63054	<a href="mailto:craig@sthphantomview.co.sh">craig@sthphantomview.co.sh</a>