

Undoubtedly the most patient, tolerant and unassuming member of the Planning Potential team, Georgie is Planning Potential's very own "Wonder Woman", who can turn her hand to any office task.



**LCCI Private Secretary Diploma – Seevic College**  
**OCR Diploma in Administration (Business Professional) – Seevic College**  
**AAT Level 2 Certificate in Accounting (QCF) – Kaplan Financial**

Georgie joined Planning Potential in 2011, not long after completing a secretarial course at Seevic College. She provides invaluable administrative support and assistance to the entire team.

During her time at Planning Potential, Georgie's skills and responsibilities have grown dramatically. Having achieved her AAT Level 2 Certificate in Accounting, she now undertakes a range of financial duties including: purchase and sales ledger management; credit control and WIP report production.

Working alongside our accountant to support all accounting functions, Georgie continues to expand her knowledge and skills.

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