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**Name:** Gillian Goff

**Current Position:** Operations Manager  
ConsultingWhere Ltd

**Key skills:** Company finance  
Project monitoring  
Logistics  
Administration

### Profile

Gill has a wealth of administrative and finance experience having worked in the UK and abroad for organisations as diverse as FI5 (the Civil Service Electrical Safety Executive as was), Age Concern Wiltshire, the New Zealand Embassy in Riyadh, Esri UK, London Transport and the Lincolnshire Health Authority. She is calm under pressure, organised and sets herself high standards. While living in the wilds of Norfolk, she set up and managed Le Café, with the aim of raising funds for the children's hospice in Quidenham, Norfolk.

#### **2013 to date                      Operations Manager, ConsultingWhere Ltd**

Looking after the day to day administration and finance for ConsultingWhere, Gill has taken over many tasks from Les Rackham and following in Les' footsteps continues to ensure that the company meets all UK and EU statutory requirements. She monitors project progress and prepares ConsultingWhere's training materials. Part of Gill's remit is to constantly assess and improve ConsultingWhere's admin and finance structure as the company grows and evolves.

#### **2004 - 2013                      Esri UK**

#### **2007 - 2013:                      PA to the Managing Director**

Managing the MD's outer office and assisting the CTO, Finance Director, Strategy and Marketing Director and the company's Non-Executive Director as required. As well as the day to day PA tasks, Gill worked with closely the Non-Executive Director to manage the administration for the company's Security Committee to obtain ISO 27001 and the Environment and Health & Safety Committees to obtain the relevant ISO accreditations.

Gill was asked to manage Esri UK's Edinburgh office move to a new site, closing down 3 smaller office sites for the move, dealing with the building dilapidations and managing the refit of the new office and the removals process, bringing all Edinburgh based staff under one roof. Overseeing the relevant teams from with the company, the move was completed on time and within budget. Having left Esri in 2013, Gill was sub-contracted back by the company in 2014 to close another of their offices and to close and move another office into temporary accommodation prior to moving staff into a re-furbished office.

**2004 - 2007: PA to the Consultancy Services Director**

The role included monthly financial report for the Director, managing the travel for the Directors, Senior Managers and International visitors and organising technical training for Consultancy Services staff. Much time was spent dealing with the recruitment of software developers and solution architects, interview planning and scheduling.

Gill was integral in Esri UK moving 120+ staff from seven different buildings into one refitted building, masterminding the removals, purchase of furnishing and space planning for the various teams. Working with a team led by the Finance Director, the move was successfully completed over a weekend with no major issues, allowing for staff to begin work as normal on the Monday morning.

**2003 - 2004 Age Concern Wiltshire  
PA to Director & Administration Coordinator**

Full PA support to the Director and in her role as Company Secretary, overseeing confidential and personnel documents, research, communications, monthly statistics, recruitment, charity governance and diary management. There was also a degree of confidential assist with HR issues and the associated research and statistical analysis

As Administration Coordinator, Gill allocated and monitored admin tasks, mentored trainees and supervised some of the admin staff

**2000 - 2003 Various temping roles in London and Lincolnshire**

**1998 - 2000 New Zealand Embassy, Riyadh, Saudi Arabia**

**1999 - 2000 Visa Officer**

A key role within the Embassy, Gill was the sole employee of the NZ Immigration Service and was responsible for assessing visa application and interviewing applicants; ultimately making the final decision as to who was issued entry into New Zealand. A great deal of time was spent detecting and proving fraudulent applications. The Riyadh visa office covered the seven gulf states of KSA, UAE, Oman, Qatar, Bahrain, Kuwait and Egypt; Gill liaised with the Consular section of the British Embassy in Egypt, as they acted on New Zealand's behalf, advising on when to approve or decline applicants.

**1998 - 1999 Executive Assistant to HE the Ambassador**

Managing the Ambassador's office, particularly his work and social calendars, meeting and greeting official visitors and liaising with the DHoM and other diplomatic staff in the NZ embassy and with the other missions in Saudi Arabia. The role involved planning formal and information social functions (including screening the main rugby events for NZ expats living in Riyadh) and ANZAC morning commemorations. Gill co-ordinated the Embassy Registry, Embassy drivers and seconded staff as required and supervised the Receptionist; she also reviewed passport renewal applications for NZ citizens living in the Gulf states

and issued new passports. On occasion, Gill also assisted the Embassy's Consul with repatriation and other consular cases.

### **1982 - 1998          Raising a young family**

Following the flag as a UK forces wife, although I did work in various temping roles term-time while the children were at boarding school.

### **Qualifications**

1996 - 1998: Open University; Pure Maths and Statistics (two courses, for enjoyment)

1979 - 1980: Cordon Bleu Diploma (London)

1975 - 1979: Educated in New Zealand to UE level - UE Accredited  
(UK 'A' level: Maths A, Biology B, Geography B, English B, Accounting A)

### **Outside interests**

Travel and current affairs

Cooking and family

Playing 'social' Bridge

Occasionally golf - badly; lots of strokes per round

Supporting a charity in Lincolnshire

CV last updated:          29 January 2018