

The People

Leadership Team

James La Porta - CEO and Lead Doctor

- **Location:** Cape Town
- **Your interaction:** Minimal day-to-day. He is the only person who can release SARS payments (VAT, Income Tax). When a SARS payment is due, you prepare the schedule, Grant loads it, and then you (or Grant) follow up with James to release.
- **Important:** James is extremely busy with clinical work. Keep your communication with him brief and purposeful. Financial updates go through Grant, not directly to James unless Grant says otherwise.

Grant Merwitz - Managing Director (Your Boss)

- **Location:** Cape Town (travelling to London 9-11 Feb)
- **Your interaction:** Daily during handover, weekly check-ins ongoing. All escalations, decisions, and external provider contact go through Grant.
- **Background:** Recently moved from CTO to MD role. Technology background - appreciates structured, clear communication.
- **Preferred comms:** WhatsApp for quick things, email for anything that needs a record.

Yaseen Harneker - Chief Project Officer

- **Location:** Cape Town
- **Your interaction:** Banking operations. Yaseen has Investec access and can release non-SARS payments. He's your backup contact for payment-related logistics when Grant is unavailable.
- **Important:** Yaseen has a full CPO workload. Don't overload him with financial queries - keep banking-related requests focused.

Ricardo Delgado - Director

- **Location:** Remote (not in Cape Town)
- **Your interaction:** He reviews financial reporting - management accounts and annual forecast. He has strong financial acumen and worked closely with Alida.
- **Useful:** If you need context on historical financial decisions or reporting expectations, Ricardo is a good sounding board.

Practice Managers

Kyle Bennett - Practice Manager (Cape Town)

- **Location:** Cape Town - in the office
- **Your interaction:** Kyle is the invoicing rollout lead for SA. He's also your contact for stock counts, local supplier questions, and debtor disputes ("I didn't receive this" type queries).
- **Important:** Kyle does invoicing governance and training - he doesn't create invoices himself. Nurses and reception do that.

Amanda Ross - Practice Manager (UK)

- **Location:** United Kingdom
- **Your interaction:** Amanda is Kyle's equivalent for the UK. She handles UK invoicing governance, debtor disputes, and coordinates with Kinari on day-to-day UK operations.
- **Note:** Amanda also provides UK payroll changes to Kinari.

Outgoing Staff

Alida Wiese - Financial Manager (Departing 23 Feb)

- **Your interaction:** Maximum time with her for the next 2 weeks. She holds years of institutional knowledge about every entity, every provider, and every process.
 - **Priority questions for Alida:**
 - What does a typical week look like?
 - Where are all the files?
 - Who are the difficult suppliers/debtors?
 - What's the current state of the books?
 - What compliance deadlines are coming up?
 - What does she wish she'd documented better?
 - What are the things that only she knows?
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External Service Providers

Important rule: Do not contact any external provider directly until you have reviewed the documentation and discussed your engagement plan with Grant. Grant will authorise when and how you make contact.

Inaura - SA Accounting

- **What they do:** Payroll processing, PAYE submission, VAT calculation/submission, financial statements, income tax returns for SA entities
- **Quality note:** Service quality has been inconsistent historically. Part of your mandate is to transition away from Inaura to Bokelman or equivalent (Phase 2-3).
- **Your interaction:** You provide payroll data to them monthly. You review their VAT calculations before they submit.

Kinari / Capricorn Capital Services - UK Accounting

- **What they do:** Complete UK accounting - banking, payroll, PAYE, financial statements, income tax for Sanctura Ltd and Holdings
- **Your interaction:** You provide UK payroll data to them monthly. You do the Xero bookkeeping for Sanctura Ltd. They handle everything else for the UK.

Imperium Registrations (Theo)

- **What they do:** Secretarial services - annual returns, UBO submissions, CIPC compliance for SA entities
- **Your interaction:** Liaison role - you track deadlines and coordinate with them (through Grant initially).

Atlantic Trust (Jess)

- **What they do:** Trust administration for James's personal trust
- **Your interaction:** Minimal - this is out of your direct scope. The trust has its own administrator.

Intersure (Brian, Patricia) - SA Insurance Broker

- **What they do:** Policy management, reviews, claims for SA entities
- **Your interaction:** Insurance renewal coordination (with Grant's involvement).

Ashley Page (Ashley, Olivia) - UK Insurance Broker

- **What they do:** Same as Intersure but for UK (Sanctura Limited)
- **Your interaction:** Minimal - UK insurance matters.

TAFTS - Asset Financing

- **What they do:** Equipment loans (hypothermia baths, ultrasound machine)
- **Note:** Loans are in Inc's name but paid by Saint Raphael.

Optiworx - HR Services

- **What they do:** HR policy and contract review
- **Note:** Files for this work were held by Alida.

GPE - UK Rental Agent

- **What they do:** Manages UK property rental for Sanctura Ltd
- **Process:** Submits rental invoice which needs to be paid from Sanctura Ltd.