

Your First Week

The Situation

- **Today is Monday 9 February 2026**
- Grant is travelling to London today - back Wednesday
- Alida Wiese (outgoing Financial Manager) is here until **23 February** - 2 weeks of overlap
- The invoicing transformation is already live (Xero went live 28 Jan, staff training is in progress this week)
- Yaseen Harneker is in the office and can help with logistics

Day 1 - Monday 9 Feb (Grant travelling)

Morning:

- ☐ Get settled - find your desk, connect to WiFi, set up your email and shared drive access
- ☐ Introduce yourself to Alida - she's expecting you
- ☐ Ask Alida to walk you through her typical day and week
- ☐ Read through `02-your-role-and-expectations.md` and `03-the-business.md`

Afternoon:

- ☐ Start a "questions list" - write down everything you don't understand (we'll go through it together)
- ☐ Ask Alida to show you the Xero organisations (just a tour, not training yet)
- ☐ Ask Alida to show you where files are stored (her drive, Xero attachments)
- ☐ Read through `04-the-people.md` and `05-how-money-flows.md`

Key principle for today: Observe, ask questions, take notes. Don't try to do anything yet - just absorb.

Day 2 - Tuesday 10 Feb (Grant travelling)

Morning:

- ☐ Sit with Alida during her morning routine - watch how she processes the day
- ☐ Ask Alida to walk you through the Xero bookkeeping for each organisation
- ☐ Ask about the current state of the books - what's up to date, what's behind

Afternoon:

- ☐ Ask Alida to walk you through a supplier payment cycle end-to-end
- ☐ Ask about the invoicing rollout - what's happened so far, what's happening this week
- ☐ Read through `06-systems-and-access.md` and `07-service-providers.md`
- ☐ Confirm your Xero access is set up for all 3 organisations

End of day: Send Grant a WhatsApp with your top 3 observations or questions so far.

Day 3 - Wednesday 11 Feb (Grant back)

Morning:

- ☐ **Sit-down with Grant** - go through your questions list, clarify priorities
- ☐ Discuss the invoicing rollout and where you can support

- ☐ Discuss payment process (you prepare, Grant loads) and trial a payment run together

Afternoon:

- ☐ Continue shadowing Alida - focus on bank reconciliation process
- ☐ Ask Alida about the compliance calendar - what's coming up, what's overdue
- ☐ Read through `08-whats-happening-now.md` and `09-compliance-calendar.md`

Day 4 - Thursday 12 Feb

Morning:

- ☐ Shadow Alida on debtors reconciliation
- ☐ Ask about the debt collection process - who owes what, how she chases
- ☐ Understand the payroll data flow (what goes to Inaura, what goes to Kinari)

Afternoon:

- ☐ Ask Alida about the service providers - her honest assessment of each relationship
- ☐ Review the management accounts from last month - understand the format and content
- ☐ Read through `10-key-processes.md`

Day 5 - Friday 13 Feb

Morning:

- ☐ Try doing a bank reconciliation yourself with Alida watching
- ☐ Review the weekly KPI report format
- ☐ Ask Alida about any upcoming deadlines in the next 30 days

Afternoon:

- ☐ **Weekly check-in with Grant** - review Week 1, plan Week 2 priorities
- ☐ Document what you've learned - update your questions list
- ☐ Identify the 3 biggest risks or gaps you've spotted

Week 2 Priority: Go Deep with Alida

Week 2 is your last full week with Alida. By the end of it, you should be able to:

- ☐ Perform a bank reconciliation independently
- ☐ Prepare a supplier payment schedule
- ☐ Understand the debtors position for each entity
- ☐ Know the compliance calendar for the next 6 months
- ☐ Have met (or at least be aware of) all key service providers
- ☐ Be comfortable navigating Xero for all 3 organisations
- ☐ Understand the invoicing audit process (what to check, how often)
- ☐ Know where to find everything (files, contacts, process notes)

Remember: Every question you don't ask Alida this week is a question nobody can answer after 23 Feb. Don't be shy - extract everything you can.

If You Get Stuck

Situation	Contact
Day-to-day financial questions	Alida (while she's here)
Priorities, decisions, escalations	Grant (WhatsApp/call)
Banking/payment logistics	Yaseen
SA practice operations	Kyle Bennett
UK practice operations	Amanda Ross
Something feels urgent	Grant (always call)