

## Group Treasurer services and administration



Karyn Buck

Director

Oxfordshire Town Chambers Network Ltd

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Karyn is OTCN Ltd's Director responsible for finance and commercial services. In that role Karyn is responsible for all invoicing, payments to suppliers, accounts preparation, VAT matters and administration. Karyn is also a specialist in project costing, preparing budgets and monitoring outputs against plans.

Formerly a senior manager of a large membership organisation responsible for commercial training, Karyn now runs her own successful training consultancy, a significant part of which involves agreeing fees with and ensuring payment to a large team of trainers.

Prior to that Karyn was employed as a sales manager and a PA and so includes telephone and face-to-face sales, book keeping and accounts management among her skills. She has extensive IT expertise including word, excel, powerpoint, publisher, outlook, and internet explorer, and has built, managed and developed systems for delivering services to clients.

Karyn has a diploma in management and a first class honours degree in professional studies, and recently won a national award for mentoring.

\*Fees for this support will depend on the scale and complexity of any treasurer and administration role and any requirement for support in terms of project or performance management. Costs can be negotiated on the basis of an hourly rate or a fixed fee.



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