

ACCOUNTS PAYABLE / RECEIVABLE TEAM

Staff Name	Tel.	email address	Title	Job Description
Keziah Dewing	01785 353544	k.dewing@staffs.ac.uk	Head of Accounts Payable/Receivable	Management and development of APR section

Accounts Receivable

David Cooper	01785 35 3614	d.cooper@staffs.ac.uk	Senior Officer, Accounts Receivable	Supervision of the Credit Control/Sales Ledger function. Responsible for student and non-student debtors, liaising with outside debt agencies and courts.
Deborah Pownall	01785 35 3540	d.pownall@staffs.ac.uk	Credit Control (Clerical Assistant) (Mon-Thu)	Credit control function for all company and non-student debtors.
Jacque Mottershead	01785 35 3383	j.mottershead@staffs.ac.uk	Credit Control (Clerical Assistant) (Wed-Fri)	Credit control function for student and ex-student accounts.
Alex Boston	01785 35 3841	a.boston@staffs.ac.uk	Clerical Assistant (job rotation)	Responsible for reconciliation of Student Loan Company accounts.
Liz Katabaazi (currently on Maternity Leave)	01785 35 3351	e.katabaazi@staffs.ac.uk	Clerical Assistant (job rotation)	General student fee queries, processing of sponsor information.

Accounts Payable

Rhian Eskin	01785 35 3358	r.m.eskin@staffs.ac.uk	Senior Officer, Accounts Payable (Mon-Thu)	Accounts Payable payments, including BACS, cheques and foreign payments. Responsible for research scholars, Barclaycard administration; cancelled cheques; returned BACS payments. Prepayments.
Lorraine Brown	01785 35 3289	l.brown@staffs.ac.uk	Deputy Support Officer, Accounts Payable/Receivable	Validation of purchase and sales invoices, control of mobile phones. Processing direct debit payments from bank, accruals. Deputise for Senior Officers. Verification of travel claims.
Sacha Morrall	01785 35 3342	sacha.morrall@staffs.ac.uk	Clerical Assistant (job rotation)	Input of manual cheques and processing new purchase invoices. Processing of sales invoices for accommodation and resolution of accommodation queries. Verification of travel claims. Payment of invoices to suppliers.
Aruni Grero (T)	01785 35 3351	aruni.grero@staffs.ac.uk	Clerical Assistant (job rotation)	Data input of purchase invoices and resolution of supplier enquiries.

Stoke Cashiers / Payments Office

Sharon Johnson	01782 29 4412	s.johnson@staffs.ac.uk	Cashier (job share)	Receipt, recording and banking of cash, cheques and credit card transactions. Responsible for petty cash at Stoke campus
Carole Bailey	01782 29 4412	c.d.bailey@staffs.ac.uk	Cashier (job share)	Receipt, recording and banking of cash, cheques and credit card transactions. Responsible for petty cash at Stoke campus
Angela Ward	01782 29 4794	a.c.ward@staffs.ac.uk	Assistant Cashier	Assistant to Cashier, Stoke Campus

Stafford Cashiers / Payments Office

Lesley Perry	01785 35 3356	l.c.perry@staffs.ac.uk	Cashier	Receipt, recording and banking of cash, cheques and credit card transactions. Responsible for petty cash at Stafford campus
Sue Reynolds	01785 35 3246	s.reynolds@staffs.ac.uk	Clerical Assistant (job rotation)	Assistant to Cashier, Stafford Campus. Input and control of Direct Debit information. Assistance with student/staff enquiries