

# FINANCIAL SERVICES - WHO'S WHO

## DIRECTORS' OFFICE

<b>Neil Scott</b> Extension 3610 <a href="mailto:n.r.scott@staffs.ac.uk">n.r.scott@staffs.ac.uk</a>	Finance Director	Responsible for leadership of the Financial Services section. Provision of financial advice to Executive and the Board of Governors.
<b>Lynn Coburn</b> Extension 3316 <a href="mailto:lynn.coburn@staffs.ac.uk">lynn.coburn@staffs.ac.uk</a>	Deputy Finance Director	Operational responsibility for the day-to-day management of the Section. Management of the Financial and Management accounting functions and Income and Payment sections. Compilation of statutory accounts for University, University Enterprises Limited and Octagon Computer Centre Limited.
<b>Sally Liggins</b> Extension 3530 <a href="mailto:s.liggins@staffs.ac.uk">s.liggins@staffs.ac.uk</a>	Executive Assistant	Provision of secretarial and administrative support to the Finance Director.
<b>Debra Hayes</b> Extension 3523 <a href="mailto:debra.hayes@staffs.ac.uk">debra.hayes@staffs.ac.uk</a>	PA to Deputy Finance Director	Provision of secretarial and administrative support to the Deputy Finance Director.

## PURCHASING

<b>David Glover</b> Extension 3313 <a href="mailto:t.d.glover@staffs.ac.uk">t.d.glover@staffs.ac.uk</a>	Purchasing Officer	Responsible for negotiating contracts for the supply of goods/services to the University; maintaining an approved list of suppliers; determining and maintaining University's terms and conditions of contract; co-ordinating University competitive tendering arrangements; authorising University orders for purchasing; ensuring compliance with EU/UK directives.
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## FINANCIAL ACCOUNTANCY

<b>Davina Infanti</b> Extension 3397 <a href="mailto:d.infanti@staffs.ac.uk">d.infanti@staffs.ac.uk</a>	Financial Accountant	Supervision of Financial Accountancy Section. Friends Trust, Octagon Computer Centre Ltd, Asset accounting, treasury management, cashflow, bank reconciliations.
<b>Julie Evans</b> Extension 3365 <a href="mailto:j.evans@staffs.ac.uk">j.evans@staffs.ac.uk</a>	Finance Assistant (Payroll & Capital)	Control of payroll payments and accountancy. Statutory payroll returns. Responsible for accounting activities of University Enterprises Ltd. Control of University Endowment Funds and Student Access Funds. Fixed asset additions, disposals and accounting.
<b>Hayley Dams</b> Extension 3582 <a href="mailto:h.dams@staffs.ac.uk">h.dams@staffs.ac.uk</a>	Finance Assistant (Taxation)	Responsible for University and subsidiary corporation tax and VAT returns. All tax related issues, P11D returns and insurances.

## MANAGEMENT ACCOUNTS

<b>Clare Heywood</b> Extension 3613 <a href="mailto:c.l.heywood@staffs.ac.uk">c.l.heywood@staffs.ac.uk</a>	Head of Management Accounts	Line Management of Costing and Management Accountancy Team. Provision of management information for the University. To produce and develop annual budgets and forecasts in line with planning cycle.
<b>Ian Kirkland</b> Extension 3481 <a href="mailto:i.kirkland@staffs.ac.uk">i.kirkland@staffs.ac.uk</a>	University Quarter (UQ) Accountant	Financial monitoring of major University capital projects. Provide cover in periods of absence for External Management Accountant and to support the external portfolio of the University.
<b>Jane Allsopp</b> Extension 3541 <a href="mailto:j.e.allsopp@staffs.ac.uk">j.e.allsopp@staffs.ac.uk</a>	Management Accountant (Internal)	Management accounting support (internal portfolio) for: Business School; Personnel; Arts, Media & Design; School of Science; School of Health; Information Services; Executive Business Unit; Vice Chancellor's Office; Strategic Marketing Unit; Design Studio & Print Room.
<b>Jasbir Jaspal</b> Extension 3223 <a href="mailto:j.k.jaspal@staffs.ac.uk">j.k.jaspal@staffs.ac.uk</a>	Management Accountant (Internal)	Management accounting support (internal portfolio) for: Faculty of Computing, Engineering & Technology; Student Office; Sales & Student Recruitment; School of Law; Estates; Commercial Services; Learning & Development Innovation Team; Financial Services.
<b>Babis Petrou</b> Extension 3225 <a href="mailto:babis.petrou@staffs.ac.uk">babis.petrou@staffs.ac.uk</a>	Management Accountant (External)	Management accounting support (internal portfolio) for Enterprise & Commercial Development. Management accounting support ( <b>external</b> portfolio) for all faculties/departments including Lichfield Campus, Foundation Degree forward and UK Grad.
<b>Terri Hodson</b> Extension 3406 <a href="mailto:t.hodson@staffs.ac.uk">t.hodson@staffs.ac.uk</a>	Cost Accountant (part-time)	Transparency Review and Externally Funded Projects.
<b>Rosie Jackson</b> Extension 3378 <a href="mailto:r.i.jackson@staffs.ac.uk">r.i.jackson@staffs.ac.uk</a>	Costing Technician	Assisting in the Transparency Review and Externally Funded Projects.

## Systems Accountant

<b>Helen Holt</b> Extension 3542 <a href="mailto:h.l.holt@staffs.ac.uk">h.l.holt@staffs.ac.uk</a>	Systems Accountant	Development, administration and control of accounting system including user security and process changes; consistent application of accounting rules.
<b>James Bennett</b> Extension 8879 <a href="mailto:j.bennett@staffs.ac.uk">j.bennett@staffs.ac.uk</a>	Systems/Operations Assistant	Assistant to Helen Holt

## Accounts Payable/Receivable

<b>Keziah Dewing</b> Extension 3537 <a href="mailto:k.dewing@staffs.ac.uk">k.dewing@staffs.ac.uk</a>	Head of Accounts Payable/Receivable	Management of Accounts Payable and Receivable Section.
<b>Rhian Eskin</b> Extension 3358 <a href="mailto:r.m.eskin@staffs.ac.uk">r.m.eskin@staffs.ac.uk</a>	Senior Officer, Accounts Payable/Receivable	Accounts Payable payments, including BACS, cheques and foreign payments. Responsible for research scholars, Barclaycard administration; cancelled cheques; returned BACS payments.
<b>David Cooper</b> Standing in for Mel Cairns Extension 3614 <a href="mailto:d.cooper@staffs.ac.uk">d.cooper@staffs.ac.uk</a>	Senior Officer, Accounts Payable/Receivable	Supervision of the Credit Control function. Responsible for student debtors, liaising with outside debt agencies and courts. Generation of student fee invoices .

<b>Hannah Murley</b> Extension 3289 <a href="mailto:h.murley@staffs.ac.uk">h.murley@staffs.ac.uk</a>	Deputy Support Officer, Accounts Payable/Receivable	Validation of purchase and sales invoices, control of mobile phones. Processing direct debit payments from bank, accruals and prepayments. Deputise for Senior Officers
<b>Deb Pownall (Job Rotation)</b> Extension 3540 <a href="mailto:d.pownall@staffs.ac.uk">d.pownall@staffs.ac.uk</a>	Clerical Assistant	Processing of sales invoices for accommodation and employer tuition fees. Setting up of new customer accounts
<b>Mike Jones/Pam Harris</b> Extension 3351/3342 <a href="mailto:expenses@staffs.ac.uk">expenses@staffs.ac.uk</a> <a href="mailto:accountspayable@staffs.ac.uk">accountspayable@staffs.ac.uk</a>	Clerical Assistant (job rotation)	Verification of travel claims and manual cheques. Input of manual cheques and processing new purchase invoices. Input of purchase invoices an supplier enquiries
<b>Jacque Mottershead</b> Extension 3383 <a href="mailto:income@staffs.ac.uk">income@staffs.ac.uk</a>	Credit Control (Clerical Assistant)	Credit control function for student and ex-student accounts.
<b>Lorraine Brown (Job Rotation)</b> Extension 3346 <a href="mailto:l.brown@staffs.ac.uk">l.brown@staffs.ac.uk</a>	Clerical Assistant (Credit Control)	Responsible for reconciliation of Student Loan's Company account.
<b>Beccy Bailey</b> Extension 3841 <a href="mailto:r.bailey@staffs.ac.uk">r.bailey@staffs.ac.uk</a>	Clerical Assistant	Credit control function for all company and non-student debtors.
<b>Alex Boston</b> Extension 3544 <a href="mailto:a.boston@staffs.ac.uk">a.boston@staffs.ac.uk</a>	Finance Apprentice	Various

#### CASHIER'S OFFICE, Stafford

<b>Lesley Perry</b> Extension 3536 <a href="mailto:l.c.perry@staffs.ac.uk">l.c.perry@staffs.ac.uk</a>	Cashier	Cashier, receipt, recording and banking of cash, cheques and credit card transactions. Responsible for petty cash at Stafford.
<b>Sue Reynolds (Job Rotation)</b> Extension 3246 <a href="mailto:s.reynolds@staffs.ac.uk">s.reynolds@staffs.ac.uk</a>	Clerical Assistant	Assistance to cashier. Input and control of direct debit information. Assistance with student enquiries.

#### CASHIER'S OFFICE, STOKE

<b>Sharon Johnson</b> Extension 4412 <a href="mailto:s.johnson@staffs.ac.uk">s.johnson@staffs.ac.uk</a>	Cashier (Job share)	} } Cashier; receipt, recording and banking of cash, } cheques and credit card transactions. Responsible } for petty cash at Stoke.
<b>Carol Bailey</b> Extension 4412 <a href="mailto:c.d.bailey@staffs.ac.uk">c.d.bailey@staffs.ac.uk</a>	Cashier (Job share)	
<b>Angela Ward</b> Extension 4794 <a href="mailto:a.c.ward@staffs.ac.uk">a.c.ward@staffs.ac.uk</a>	Assistant Cashier	Assistance to Cashier

\* Job Rotation

Financial Services operates a Job Rotation Scheme where the staff indicated change their job routines every six months, thus providing the department with all-round personnel cover and flexibility.