

November 2017

## 1. Update from Steve Dauncey

Given that I am late in writing an update for October, I will take the liberty of also covering some early Movember news. Not a typo (!), some of you will have noticed my sporting some facial hair which I hope sparks some passing conversation but more importantly raises awareness of some of the biggest health issues faced by men: prostate cancer, testicular cancer, and mental health and suicide prevention. This is not a sponsored activity on my part but, as with so many good causes, financial support and related gift aid is always appreciated.

Also in early November the University held its green impact awards and I know of one team that won an award recognising their contribution to sustainability – congratulations to the central research finance office. The event was extended to include our first Supplier Awards ceremony and as part of our support to Social Responsibility. Great work and really effective promotion of the difference we can all make. Both events should have much fuller coverage on the web pages.

I participated in all the annual performance reviews which have been highlighted in the Vice Chancellor's e-update. The subject of financial sustainability was a constant theme for all the meetings. This forward look was challenging given the level of uncertainty that exists in the HE sector at the moment. However, the next iteration of our budget and five year plans will draw out a range of options which reflect the ambitions laid out in our strategy. I should thank all those involved in the compilation of the comprehensive evidence packs that support each of these meetings. The support to the process has not ended as it now falls to Roxanne Bretherton and Nicky Evers to prepare notes of the extensive discussions. Whilst on Planning, I also thank Roger Starling and Kevin Blake for the successful submission of the HESA return. Completing such a large return, especially given an office move during the process, is a great achievement. I really appreciate the level of personal commitment and pride demonstrated throughout all these processes.

I have been involved in a number of interview processes during October, most of which were my providing support for senior appointments across the University. I am pleased that Nicola Cosens and Philippa Woods have been similarly engaged as we make the appointments required to fill new roles and address the vacancy position. I am also very grateful that the transition between the two has been handled so smoothly.

The Financial Statements were approved by the Finance Committee and the Annual Report was also approved by the Audit Committee. The final governance step is the Board later this month. The final audit report did raise some control issues which are being taken forward. My thanks to Louise Bissell and Jill Roberts for managing the process over the last month, rest assured the compilation of the numbers sometimes seems to be the easy bit, but then again we are pretty good at it! On a control point, my thanks to all those involved in the response to the FAP audit, our action plan progresses and I hope that our routine processes continue to improve.

The Graphene Engineering and Innovation Centre (GEIC) went through a topping out ceremony with all funders signing a girder or similar. I'm sure Pauline Morgan can give more detail as I couldn't make the ceremony but I was able to enjoy lunch with the funders. I also had a trip around the MECD site and now expect to see rapid development above ground as the basement is fairly well tanked – impressive civil engineering on a large scale.

Information Governance has been a theme throughout the month and of particular relevance as I look to get rid of paper that has been under my control since I started. Perhaps not surprisingly, the

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vast majority of old paperwork has not been referred to in the last 18 months and a clear out has started. Could you all consider similar clear outs as destroying unnecessary paperwork reduces risk, frees up space and is quite liberating. You don't need to wait for an office move to do this!

Having started with a charity related item; to end, I was also involved in Showing Racism a Red Card on 20<sup>th</sup> October.



## 2. World Aids Day

Finance staff in the John Owens Building will be holding a bake sale on Friday, 1<sup>st</sup> December to raise money for World Aids Day – which is held on the 1<sup>st</sup> December every year to raise money, increase awareness, fight prejudice and improve education on issues surrounding HIV and Aids.

We are looking for as many bakers as possible to pledge their support and bake a cake.

Please contact Valerie Hunstone on ext. 65822 for further information and to offer a cake.



## 3. Great Manchester 10K – Purple Wave

Following the participation of over 2,400 University staff, students and alumni in the Great Manchester 10K Run on 28<sup>th</sup> May 2017, registration of interest for the 2018 run is now open and the Purple Wave team will keep participants up to date on how to register as a team and purchase tickets.

Link for registration and further information can be found [here](#)

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## 4. Website Changes

Link to page	Update
<a href="#">FSE workshop slides</a> – Paths to payment	Overview of various paths to payment <ul style="list-style-type: none"> <li>• Process and Controls</li> <li>• Your role</li> </ul> Guidance and support
<a href="#">H2020 Euro Invoicing Guidelines</a>	Horizon 2020 invoice examples
<a href="#">Month End Timetable</a>	Amended dates
<a href="#">Research Finance Training</a> – September 2017	Videos from the podcast are now available along with the presentation slides from the September training session
<a href="#">Prices for equipment in PPMS which are not TRAC listed</a>	Prices should be included in research applications for funders other than RCUK and Government funders. A list of equipment and prices is available here.
<a href="#">TAS – Handy Diary Template</a>	The link to the diary template is at the bottom of the page
<a href="#">Criminal Finance Act</a>	Statement regarding the University's commitment against tax evasion.

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In addition to the above, a full review of the website is currently underway to ensure all content is up to date. If you have any updates or suggestions for improvement, please contact [Adam Birch](#).

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## 5. Staff Updates

### BMH:

- Kerry Wilkins has now left the University.
- Rachel Colley has now left the University.
- Lee Harrison has now left the University.
- Netsai Hakurotwi has been appointed as Research Finance Officer in SBS starting on the 4<sup>th</sup> of December
- Rachel Wood has been appointed as Senior Research Finance Officer in SBS.
- Rosie Henson returns from leave and will join the SBS team from 28<sup>th</sup> November.
- Rob Sugg has returned to SBS from leave.
- Peter Micallef has now left the University.
- Max Freaan has been appointed as Research Finance Officer in SMS and will start on the 6<sup>th</sup> of November.
- Farhana Hague is on leave.
- Caroline Latham has been appointed as Research Finance Assistant in SHS, starting on the 4<sup>th</sup> of December.
- Perveen Niaz has been appointed as Senior Finance Officer for SHS.
- Sophie Carnegie (Finance Officer) will rotate into the SHS team.
- Steve Birch has been appointed as Finance Officer within the Faculty Office (including NHS liaison responsibilities).

### HUM:

- Stuart Baker has been appointed to a permanent contract as Finance Officer.
- Rob Tempelman is moving from PSS to become a School Management Accountant in Humanities.
- Gareth Martin has been appointed as a Senior Finance Officer.
- Alex de Groot has been appointed as a Senior Finance Officer and is moving from FSE to Humanities.
- Marie Chadderton has been appointed as a Finance Officer and is moving from FSE to Humanities.
- Stephen Hall is moving from central PSS to become a School Management Accountant in Humanities.
- Michelle de Garis has been appointed as a School Management Accountant.
- Matthew Warrington has been appointed as a School Management Accountant.

### FSE:

- Philippa Woods and Nicola Cosens have swapped Faculty responsibilities and will be responsible for FSE and Humanities respectively.
- Serina Khan will be joining FSE as a School Management Accountant.
- David Boyd will be joining FSE as a School Management Accountant.
- Lee Crane has been appointed as a School Management Accountant and will be moving from Humanities to FSE.
- Tim Ayers has been appointed as a Senior Finance Officer.
- Sarah Mearns has been appointed as Management Accountant (Research).
- Manny Singh has been appointed on a permanent basis as Senior Research Finance Officer.

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PSS:

- Rachel Emmott has been appointed as Head of Finance – PSS Directorates and Consolidation.
- Lisa Bracken has been appointed as Head of Finance – Estates and Facilities.
- Sarah Roper has been appointed as Head of Finance – MUP, Jodrell Bank Visitor Centre, and LCI Consolidation.
- Tuyiba Ali has been appointed as a Finance Helpdesk Assistant.
- Malcolm Spencer has been appointed as Finance Helpdesk Manager.
- Lee Sarnoe has been appointed as a Supervisor within the Procurement Hub.
- Ruth Oladele-Coker has now left the University.