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School of Social Sciences Department Support

September 2025

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Department Support

- Provide shared administrative support to 8 Departments.
- There are 2 Senior Department Administrators within the School that oversee 4 Departments each.
- Each Department has a Department Administrator & Department Assistant who are line managed by a Senior Department Administrator.
- We are located across the Williamson Building and Arthur Lewis Building.
- We provide admin support for financial requests, external/PGR Travel, Academic recruitment and new starters, Department events and Academic processes.
- We don’t provide dedicated PA support to Academic staff.

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Roles and Responsibilities

- Senior Department Administrator – line manager to the Department Administrators/Assistants, works closely with HoDs in the day-to-day management of the Departments. Coordinates Peer Review of Teaching, assisting HoDs with P&OD processes for recruitment, JobTrain updates and guidance, Academic Probation and Academic Promotions for Academic staff, HNAP guidance.

- Department Administrator - Providing day to day support to the Department and liaising with the HoD, providing Academic recruitment support (e.g. Invitations to interview, interview schedules and deliberation minutes support), organisation and servicing of Department meetings, HNAP enrollment, Organisation support for P&DR's, key contact for Department events, financial support (Supplies orders, credit card payments, fees and expenses, one off payments, external & PGR Travel including flights, accommodation & rail, provides assistance with new academic staff inductions.
- Department Assistant - Recruitment logistics (e.g. collating reference requests, booking rooms, equipment support, catering orders.), Department event organisation (Eventbrite registration and advertisement, catering orders, venue hire etc), financial support (Supplies orders, Supplier set up, one off payments and expense/fees claims, processing timesheets.), Departmental Listserv moderation.

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PS Support for Social Anthropology, Politics, Social Statistics & Philosophy

- Senior Department Administrator – Daisy Fletcher

Daisy's Team:

Department	Department Administrator	Department Assistant
Social Anthropology	TBC	Lizzie Weatherby - Lizzie.Weatherby@manchester.ac.uk
Politics		
Social Statistics	Donna White – donna.white@manchester.ac.uk	n/a
Philosophy		

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PS Support for Economics, Sociology, Law and Criminology

- Senior Department Administrator – TBC
- The Team:

Department	Department Administrator	Department Assistant
Economics	TBC	Hayley Fallows (Hayley.fallows@manchester.ac.uk)
Sociology		
Law	Kate Ryan (Kate.ryan@manchester.ac.uk)	Ali Haneef (ali.Haneef@manchester.ac.uk)
Criminology		

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Shared Inboxes:

Shared inbox name	Shared inbox email address	What it is used for
SoSS Departmental Finance	SoSSDepartmental-finance@manchester.ac.uk	Finance requests such as iProc orders, credit card requests, expense and fee claims, one off payments.
SoSS-PGR	SoSS-PGR@manchester.ac.uk	PGR student requests such as Finance, Travel, adhoc queries.
KeyTravel-SoSS	keytravel-soss@manchester.ac.uk	Staff, visitor, and external travel requests. Staff can book their own travel but on occasion if they have queries or need assistance then this is the inbox to use
SoSS Rooms	soss-rooms@manchester.ac.uk	All SoSS meeting room bookings
SoSS Academic Visitors	SoSS-Academic-Visitors@manchester.ac.uk	All Academic visitor applications
SoSS TA	sossta@manchester.ac.uk	All TA appointments and queries

SoSS Financial Guide

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Financial year runs 1 August – 31 July each year



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Research Support Allowance (RSA) – precise amount to be confirmed for 2025/26

- SoSS will offer all eligible staff a research & support allowance each year, the amount of which will be set as part of the annual budget setting round. If you leave or join the University during the academic year this amount will be pro rata.
- Eligible spend – Conferences, Transcription or similar, costs towards completing a research paper, Research-related meetings or seminars, travel to carry out empirical or desk-based research, IT software, IT hardware, subscriptions, books (a maximum spend of £250) and casual research assistance via Department Administrators.
- Rules around what the money can be spent on can be found at: www.socialsciences.manchester.ac.uk/staff-intranet/policies-and-procedures/

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Research Support Allowance (RSA)

The Management Accountant team will advise HoDs and relevant PS colleagues of RSA codes. HoDs will pass these on to Academic colleagues.

Remember to use the P code & task number (e.g. P12345 A09) for all spending on your RSA.

The P code & task number should be added to online expense claims and quoted when asking Departmental Administrators to raise POs and make purchases and payments for you.

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Unspent balances are not carried forward from one financial year to the next (with the exception of research project accounts – R codes).
Purchases must be made and receipted by 31st July so please provide as much notice as possible for your end of financial year purchases.
July is our busiest period for expenditure.

The event date or when work was carried out determines which year the account will be charged.
e.g. a conference held in September 2026 can't be charged to the financial year 2025/26 even if paid for in July 2026.



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*Please consult SoSSDepartmental-finance@manchester.ac.uk for any queries regarding payment methods or supplier set ups.

Type	Explanation
Purchase Order (PO) and invoice	To pay for goods or services provided by companies and self-employed individuals live on our Finance system (Oracle Financials).
PR7	Fee and/or expense claim for external non-self employed individuals and students not on payroll. For fee claims, a Starter Checklist (or CWG2 if claimant has never lived or worked in UK) is required. Receipts must be provided with **ALL** expense claims. Note: Staff expense claims must be submitted online via MyView.
PR5	Staff fee claim. This method is not used to pay for TAs or Casuals
Credit card	Only to be used when no other payment option available.
One-off payment and invoice	For companies and self-employed individuals not on Oracle. This method can only be used once (up to the value of £5000) and an invoice must be provided.
Casual Timesheets (for Casual workers and TA's)	For short-term work up to 13 weeks, casual timesheets will need to be submitted for payment to be made at the end of the month. (Please note that the payroll deadline is usually around 9th of each month).

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Purchasing IT equipment

- IT Equipment (laptops, PCs, tablets) should be acquired via contacting IT Services. Peripherals can be ordered using your RSA account via sossdepartmental-finance@manchester.ac.uk
- It is against financial regulations to acquire such items and then seek reimbursement through an expenses claim, unless advised otherwise.
- Any equipment purchased for use at home remains the property of the University and must be delivered to the University.

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Purchasing Goods

- The University strongly encourages staff to have goods/services ordered through e-marketplace / Oracle.
- Please don't engage any supplier to undertake work for you until you are clear of procedures.
- The University has approved suppliers which are to be used in the first instance where possible. Further details can be provided by the Operations Team.
- University payment terms are 30 days from the date of an invoice.

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Expense Claims

All staff (excluding TAs and casuals) should submit their claims via the online expenses portal in MyView.

- All expense claims must be submitted within 3 months of incurring the expenditure.
- Claims must be clear; unclear forms will be rejected. Receipts must be uploaded.
- Be aware that goods purchased and reimbursed through expenses become the legal property of the University. This applies irrespective of the source of funding used.
- Once you have submitted your claim you should receive your reimbursement within 4-6 weeks.

- Further details about the new portal are available: https://www.staffnet.manchester.ac.uk/human-resources/current-staff/pay-conditions/expenses/about-online-expenses/

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Financial Regulations

Remember to keep original and itemised receipts for expenses to be reimbursed. Receipts versus the claim amounts are checked, taking into account financial regulations.



LIDL

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LIDL ITALIA SRL Roma (RM)
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	EURO
GRANA PADANO GRATT	2.39
RANA CAPPELLETTI PRO	5.50
Cad 2.75 Pz. 2	
PANC.CUR.DOLCE/AFF.	1.89
CREMA CON NOCCIOLE	1.49
PANNA DA CUCINA*	2.69
SALE FINO	0.17
UOVA ALL'ARIA	1.25
SUGO POMOD.BASIL	0.99
CASERECCIO AFFETTATO	0.39
TOTALE EURO	17,36 B
PAGAMENTO CONTANTE	17.50
RESTO	0.14

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Entertaining & Subsistence

- The University will pay for one alcoholic drink per person, per evening, when staff are on University business. A “drink” being no more than a single glass of wine or pint of beer.

This rule applies:-

- regardless of the source of funds
- covers all types of University business, including subsistence (when staff are away on University business)
- and business entertainment (when non-University staff are present).

* Alcohol purchases for events etc. will not be reimbursed

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Finance Office Contacts

- Finance Office – any general queries should be sent to SeedandSoSSfinance@manchester.ac.uk
- **Head of School Finance –** Lizzy Langton
- **Finance Officer (Financial Analysis & Reporting) -** Stuart Baker
- **Management Accountant** – Perveen Niaz

Casual Staff

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Casual Staff

- You may wish to employ a casual worker for short-term, ad-hoc work, in particular to support with any research.
- An online casuals form should be completed https://forms.office.com/e/URUxHKtAGu
- Please note that casuals should not begin work until their post has been confirmed and processed by P&OD. It can take up to 8 weeks for posts to be set up.
- Any queries please contact: soss-casuals@manchester.ac.uk

Travel

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Key Travel

- The University travel management system is Key Travel which all staff must use for booking rail travel, flights, and accommodation.

- Please do not make bookings at weekends or late in the evening as airlines often require authorisation within a short space of time.

- Claims relating to Travel will not be processed until after the trip has taken place (including travel for research and conferences).
- https://www.staffnet.manchester.ac.uk/finance/travel-expenses/travel/

- A risk assessment is part of the Key Travel booking procedure.

- https://www.staffnet.manchester.ac.uk/social-sciences/policies-guidance/health-safety/

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Risk Assessments

You must seek approval from your Head of Department (or line manager) prior to booking travel or accommodation:

- you must satisfy yourself that there is enough money in your account to cover your expenses.
- you need to ensure have an approved risk assessment / pre-travel declaration in place before booking

Read the University's financial regulations on travel related issues.
https://www.staffnet.manchester.ac.uk/compliance-and-risk/travel/flowchart

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- All trips and travel must be for University business. Travel (flights & trains) and accommodation must be booked through Key Travel.
- *If you wish to book travel outside of Key Travel then this must be approved by the Head of School Operations prior to the booking being made**
- The dates of outbound & return travel are monitored in conjunction with the dates of conferences etc.
- First class travel can be permitted with ***prior*** agreement of the HoS and must have a justification that makes good business sense).

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Key Travel

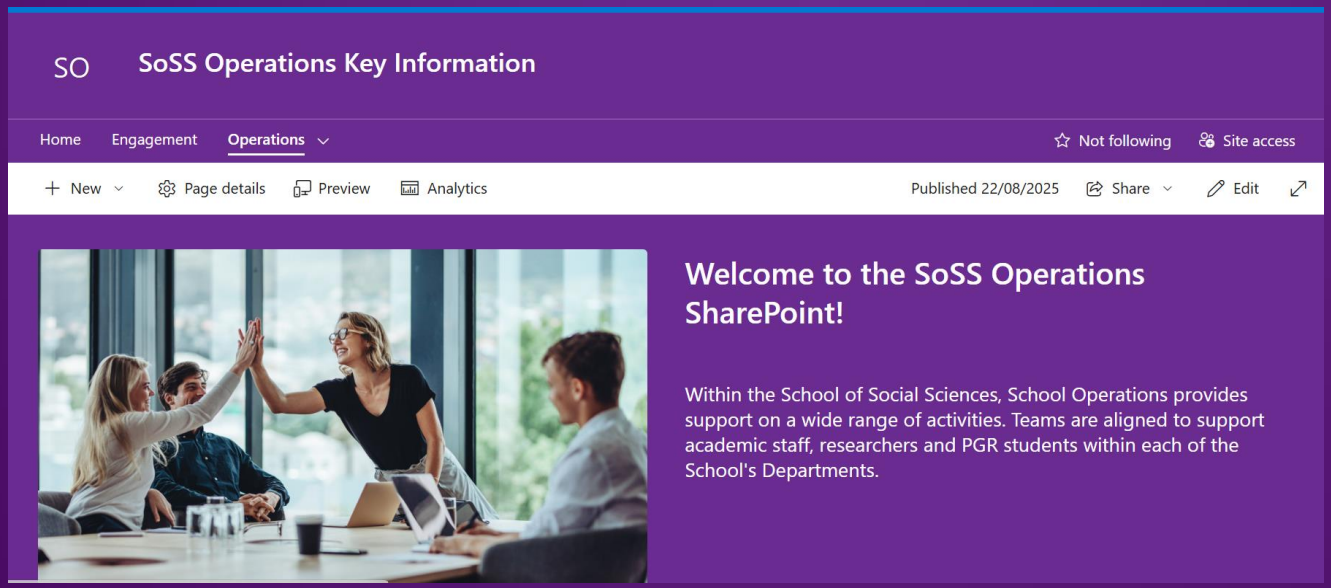
If you have a look-not-book profile and need full access, or for issues with activity codes or approvals please contact: travel.helpdesk@manchester.ac.uk

For general queries, please contact the SoSS travel administrators via keytravel-soss@manchester.ac.uk

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Operations SharePoint

The SoSS Ops SharePoint contains key information regarding the areas we support. You can access the SharePoint through the SoSS staffnet or via the following link - SoSS Operations Key Information - Home



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Areas We Support

