

## Finance Conference 2021 – 24 November 2021

Time	Item	Who should attend	Speakers
9.30-9.40	Introduction to the first Finance Conference, and to our new Chief Financial Officer, Simon Boddie	Everyone	Simon Boddie - Chief Financial Officer  Kirsten Gillingham - Director of Finance Operations
9.45-10.30	<b>Session 1: Compliance update</b> Update on emerging risks including an overview of the approach being taken by the University to manage compliance issues, and a focus on tax compliance, money laundering and sanctions.	HAFs and senior finance managers	Sean Anderson - Group Treasurer  Lukasz Bohdan - Director of Assurance, Assurance Directorate  Bridget Midwinter - Chief Cashier  Sally McKinley - Head of Tax
9.45-10.30	<b>Session 1: Update on Finance Division projects and improvements programme</b> Hear about the Finance Division's approach to improvements, plus information on developments underway and how they might affect you. This includes an update on the Oracle Upgrade project, eExpenses, and process improvements such as streamlining the Key Travel process.	Finance managers, officers, assistants	Katherine Gardiner - Head of Financial Processes Systems and Assurance  Simon Probert – Head of Administration and Finance, Department of Physics  Lindsey Booth – Business Change Manager, Oracle Upgrade Project  Jenny Goodwin – Category Buyer, Purchasing
9.45-10.30	<b>Session 1: Introduction to the University's Financial Landscape</b> Ever wondered where we get most funding or how the University is affected by what is happening outside? Come and find out what drives our financial	General interest, including non-finance staff	Ben Heath – Director of Technical Accounting and Reporting  Martin Thornley – Divisional Financial

	landscape and key issues affecting the University.		Controller, Medical Sciences Division
10.30-10.45	<b>Break</b>		
10.45-11.30	<p><b>Session 2: Everything you need to know about JRAM</b></p> <p>JRAM is the university mechanism for allocating income to departments and colleges. JRAM income makes up a major element in a department's budget and an understanding of how it is calculated can be important for planning, forecasting and making a business case for new activities. In this session we will look at</p> <ul style="list-style-type: none"> <li>• What's included in JRAM</li> <li>• How allocations are calculated</li> <li>• How the JRAM cycle fits the budgeting and forecasting year</li> <li>• What resources are available to help you understand your allocations</li> </ul>	Anyone who would like to learn more about how JRAM works for departments	Liz Bills - Senior Planning Officer, PACS
10.45-11.30	<p><b>Session 2: Managing import and export tax post Brexit</b></p> <p>Following Brexit, managing imports and exports has got more complicated. This session will provide on talking to couriers, helping shoppers think about incoterms, and managing import/export tax efficiently. It will also include a general update on tax issues as relevant.</p>	Finance managers, officers, assistants	Claire Seeley – Deputy Director of Purchasing Sally McKinley - Head of Tax
10.45-11.30	<p><b>Session 2: Demystifying finance</b></p> <p>Many people end up using financial processes, even if "finance" doesn't appear in their job description - from claiming expenses to getting hold of key supplies or engaging someone to work. This session will address some of the common questions</p>	General interest, including non-finance staff	Katherine Gardiner - Head of Financial Processes Systems and Assurance Jo Sibbald – Director of Purchasing

	asked by departments on the subjects of expenses, purchasing and payments, aiming to demystify some of the processes as well as providing tips for finance teams in communicating finance matters		Charles Morgan – Head of Payroll and Pensions
11.30-11.45	<b>Break</b>		
11.45-12.30	<p><b>Session 3: Q &amp; A with the Finance Division</b></p> <p>Ever wondered about financial administration or the inner workings of the University's finances? Now is your chance to ask! In response to feedback, we are including a question and answer session with senior members of the Finance Division</p>	<p>HAFs and senior finance managers</p> <p>Finance managers, officers, assistants</p>	Various
11.45-12.30	<p><b>Session 3: Careers in finance</b></p> <p>Interested in starting a career in finance? Hear from colleagues working in a variety of roles who have taken different routes into their careers, including a finance apprentice route and CIMA/ACCA qualification options.</p>	General interest, including non-finance staff	<p>Laura Cooper – Head of Administration, Finance Division</p> <p>Ellie Thompson - Finance Division</p> <p>Kerrie Cope – Centre for Tropical Medicine and Global Health</p> <p>Matthew French – Financial Reporting</p>