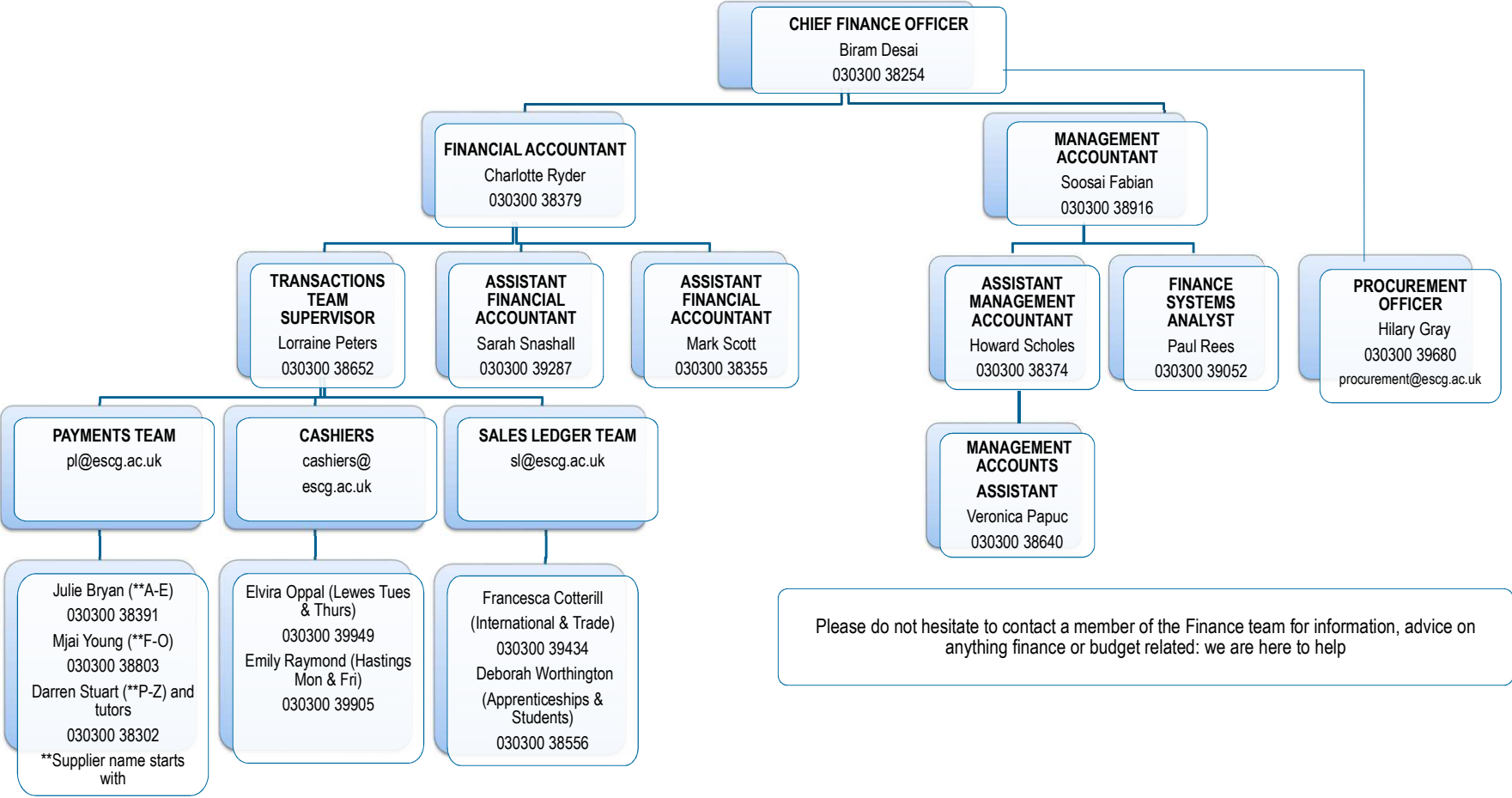


# Finance Office team and contacts



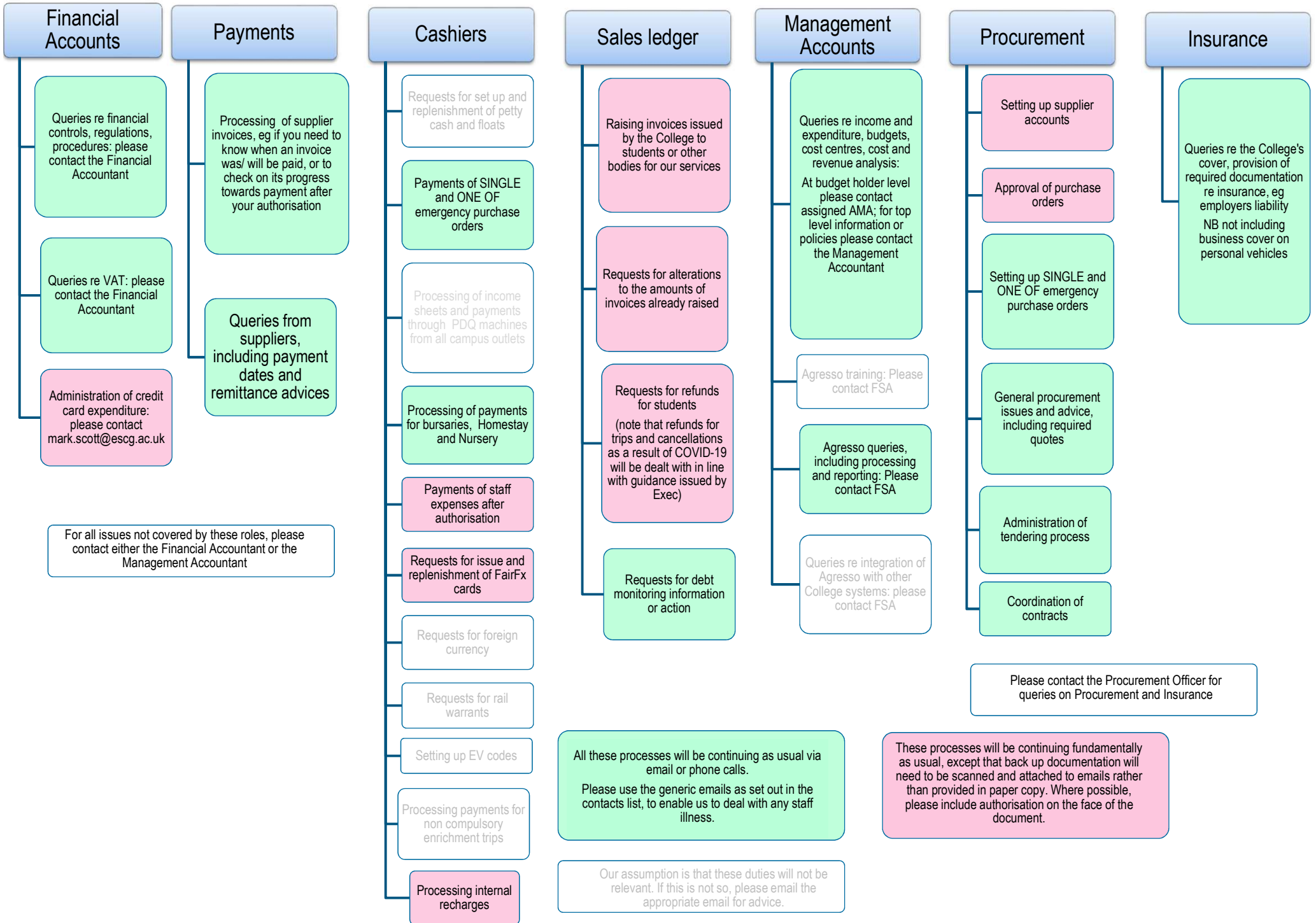
Please do not hesitate to contact a member of the Finance team for information, advice on anything finance or budget related: we are here to help

The Finance Office is now consolidated in EC104 in Eastbourne, with visits to Lewes and Hastings once or twice weekly and Newhaven monthly.

Please use these generic emails: these inboxes are continuously monitored and queries are actioned or passed on to the person responsible, if appropriate. Emailing these addresses is the most effective way to deal with most routine queries. To avoid duplication of actions and to ensure most efficient processing of enquiries, we should be grateful if you would email just one email address in the first instance. We will aim to update you with the progress of your request, although in some cases, for example a request to contact the supplier direct about a routine change of details, we may not contact you.

Please note that inboxes with other generic names (for example [accountsreceivable@sussexcoast.ac.uk](mailto:accountsreceivable@sussexcoast.ac.uk)) should no longer be used: they are not monitored on a daily basis like the ones set out above.

If you are not sure which of these is appropriate, or your query re Transactions isn't covered above, or you feel that your query isn't being dealt with as quickly as you need, please email the Transaction Team Supervisor, Lorraine Peters (for example if you are concerned about the payment of a particular invoice and have not received a response from the Payments Team).



All these processes will be continuing as usual via email or phone calls. Please use the generic emails as set out in the contacts list, to enable us to deal with any staff illness.

These processes will be continuing fundamentally as usual, except that back up documentation will need to be scanned and attached to emails rather than provided in paper copy. Where possible, please include authorisation on the face of the document.

Our assumption is that these duties will not be relevant. If this is not so, please email the appropriate email for advice.

Please contact the Procurement Officer for queries on Procurement and Insurance

For all issues not covered by these roles, please contact either the Financial Accountant or the Management Accountant