



Who We Are

Last updated Nov-14

Experimental Medicine

Factsheet 1

Administration Team

Business Manager

Jo Hovard jo.hovard@ndm.ox.ac.uk (2)21320

Finance Team

Shaun Harman shaun.harman@ndm.ox.ac.uk (8)57887
Nasren Akhtar nasren.akhtar@ndm.ox.ac.uk (2)20163
Sarah Cannon sarah.cannon@ndm.ox.ac.uk (2)22941
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Jo Jones jo.jones@ndm.ox.ac.uk (2)22903
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Liz Stephens elizabeth.stephens@ndm.ox.ac.uk (2)22471

HR Team

Generic e-mail hr@ndm.ox.ac.uk
Laura Honey laura.honey@ndm.ox.ac.uk (2)22905
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Maria Williams maria.williams@ndm.ox.ac.uk (2)20528

Laboratory Management Team - JR

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Laboratory Management Team - WIMM

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Research Team

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Laura Groom laura.groom@ndm.ox.ac.uk (8)51073

The Peter Medawar Building (PMB) Administration

Janet Wood janet.wood@medawar.ox.ac.uk 281249
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Key people

Head of Medical Sciences Division

Professor Alastair Buchan
EA – Mrs Pramodi Majithia

Head of Nuffield Department of Medicine

Professor Peter Ratcliffe
PA – Mrs Catherine King

Head of Experimental Medicine Division

Dr Chris Conlon
PA – Ms Victoria McDermott

Principal Investigators

Professor Ellie Barnes
Professor Derrick Crook
Dr John Frater
Dr Ling Pei Ho
Dr Satish Keshav
Professor Paul Klenerman
Professor Tim Peto
Professor Rodney Phillips
Dr Naj Rahman
Professor Alison Simmons
Dr Katja Simon
Dr Simon Travis
Dr Holm Uhlig

Responsibilities

Accounts Payable	Sarah Cannon, Leslie Day, Jo Jones
Expense Claims	Nasren Akhtar
Funding Opportunities	James Dean, Laura Groom
General Ledger Account Management	Shaun Harman
Grant Applications	James Dean, Laura Groom
HR Management	Laura Honey, Vicki Wallace, Maria Williams
Invoice Processing	Sarah Cannon, Leslie Day, Jo Jones
IT (JR)	Robin Sparkes
IT (PMB)	Information Management Services Unit
IT (WIMM)	Matthew Brechin/Lynne Munro
Laboratory Management (JR)	Robin Sparkes
Laboratory Management (PMB)	Janet Wood
Laboratory Management (WIMM)	Alastair Waugh
Petty Cash	Nasren Akhtar
Post Award Research Management	James Dean, Laura Groom
Purchase Orders	Page Phillips, Liz Stephens
Recharges	Shaun Harman, Sarah Cannon, Leslie Day, Jo Jones
Research Contracts	James Dean, Laura Groom
Student Payments	Shaun Harman
Supplier Queries	Sarah Cannon, Leslie Day, Jo Jones
Travel Insurance Claims	Nasren Akhtar

Directions to the administration office

On arrival at the John Radcliffe Hospital (main entrance), go to the central lifts and take a lift to Level 5. Follow the signs directing you down the corridor to the Nuffield Department of Clinical Medicine/NDM Experimental Medicine - Administration. At the end of the corridor, turn right and the administration office (room 5800) is the second door on the left.

For more information contact

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