

KTP Post Award Finance Workshop



Who are we?



Eileen Maltby
Project Coordinator
West of Scotland KTP
Centre



Emma Craig
KTP Projects Coordinator
North of Scotland KTP
Centre



Anneliese Santer
Project Coordinator
East of Scotland KTP
Centre



Emma Kelly
Business Support
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Manchester
Metropolitan University



Emma Mawby
Business Support
Manager (KTP)
Manchester
Metropolitan University



KTP Centres in Scotland

- Scotland benefits from a unique regional KTP Centre model, supporting most Scottish Universities.
- These centres of excellence provide simple access points for organisations looking to tap into academic expertise, wherever it may reside. Through the Centres, academic partners can draw on a wealth of experience and support to ensure their engagement with the KTP programme is as impactful as possible

Stats

- First Centre established 1996
- 1000+ Projects awarded
- Typical Portfolio 100+ projects
- Work with 24 KTA's
- Collaboration
- High success rate



KTP Centres Scotland

Knowledge Transfer Partnerships



West of Scotland KTP Centre



North of Scotland KTP Centre

Innovation through collaboration



East of Scotland KTP Centre

Collaboration • Innovation • Impact



University of
Strathclyde
Glasgow



Glasgow Caledonian
University



University
of Dundee



1495
UNIVERSITY OF
ABERDEEN

UNIVERSITY of
STIRLING



**HERIOT
WATT**
UNIVERSITY



University
of Glasgow



Royal Conservatoire
of Scotland



Abertay
University

UHI



THE UNIVERSITY
of EDINBURGH

Edinburgh Napier
UNIVERSITY



University of
St Andrews



Queen Margaret
University
EDINBURGH



The James
Hutton
Institute



ROBERT GORDON
UNIVERSITY ABERDEEN



CITY OF GLASGOW
COLLEGE

Collaborating Colleges

KTP at Manchester Met



Established team of experts supporting KTP, 70 years' worth of combined experience.



Consistently top 5 in the national rankings since 2018 (until last records November 2024)



Over 35 live projects



Experienced with a range of the scheme's funding, including African Agriculture KTP, Public Sector MKTP and AKTs.



Application success rate of 95%



Award winners and finalists across range of National Awards including Times Higher, KE Awards and KTP



80% completed projects rated Very Good or Outstanding

Key Challenges

- Tell us the key challenges you face with financial management on KTPs:
- Join [menti.com](https://www.menti.com) and use code 5759 3384



KTP Finance Timelines

- Once GOL is issued: budget set up
- KTP Associate must start work within 9 months of GOL issue. Their start date is the project start date.
- Claims must be approved by LMC and submitted within 1 month of quarter end
- Final claim and Schedule 3 must be submitted within 3 months of KTP end date



Quarterly Claim Cycle

- Obtain spend and forecast information
- Prepare and check financial statement
- Obtain LMC approvals
- Update forecast and claim on IFS
- Upload supporting documents to IFS claim (LMC minutes, financial statement, approvals)
(Schedule 3 – final claim only)
- Add a comment if applicable, submit claim



Financial Statements



Innovate UK template.



Present expenditure and forecast for claims and at LMCs.



Claim statements and interim statements.



Associate responsibility to provide forecast costs.



Forecasting template for Associates is helpful.

CLAIM STATEMENT

FINANCIAL STATEMENT - FEC Budgets

Company <i>Company Name</i>	KTP Prog. No. 13923	Associates	Awarded	1	Grant	Dates 02/09/2024 - 01/09/2026	Date of Statement 01.09.2025
Knowledge Base <i>Manchester Metropolitan University</i>	TSB Proj. No.	Associate Name	In Post	1	Value	£150,602	Period covered by Jun - Aug 2025
Department <i>Health Professions</i>	KB ref. no G-20010	Former	0	Rate	75%	Statement	CLAIM 4

<u>Expenditure Headings in Grant Offer Letter</u>	<u>Expenditure Headings on connect</u>	BUDGET Eligible costs A
a. Associate Employment Costs	<i>Directly Incurred Staff</i>	£90,000
b. Associate Development	<i>Directly Incurred Other Costs</i>	£4,000
c. Travel & Subsistence	<i>Directly Incurred TravelSubsistence</i>	£2,500
d. Consumables	<i>Directly Incurred Equipment</i>	£4,000
e. KB Supervisor	<i>Directly Allocated Investigators</i>	£34,181
f. Associate Estate Costs	<i>Directly Allocated Estates</i>	£0
g. Mentoring Support	<i>Directly Allocated Other Costs</i>	£0
h. Additional Associate Support	<i>Indirect Costs</i>	£66,121
Total		£200,802

<u>Income Headings</u>	
j. Grant	£150,602
k. Company Grant-Match Contribution	£50,201
l. Company Top-up of Associate Salary	
m. Other Company Contribution	<i>(Specify here)</i>
Total	£200,802

EXPENDITURE			FORECAST (Approved by LMC)		PROJECTED TOTALS	
To previous statement B	Since previous statement C	To date B+C=D	Accrued costs E	Planned spend F	Total D+E+F=G	(Over)/ Available A-G=H
£	£	£	£	£	£	£
£29,660.52	£10,056.45	£39,716.97	£41,737.53	£0.00	£81,454.50	£8,545.50
£1,080.00	£535.00	£1,615.00	£700.00	£800.00	£3,115.00	£885.00
£369.43	£580.56	£949.99	£42.00	£1,420.00	£2,411.99	£88.01
£1,450.00	£0.00	£1,450.00	£0.00	£600.00	£2,050.00	£1,950.00
£12,817.89	£4,272.63	£17,090.52	£17,090.48	£0.00	£34,181.00	£0.00
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£24,795.39	£8,265.13	£33,060.52	£33,060.48	£0.00	£66,121.00	£0.00
£70,173.23	£23,709.77	£93,883.00	£92,630.49	£2,820.00	£189,333.49	£11,468.51

PROJECTED TOTALS	
	£150,602
	£50,201
	£0
	£0
£0	£200,802

Effort measured in associate months	24	9	3	12	0	0	12	12
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Comments / Notes
Final period covers salary to 1st September 2026 and redundancy (currently capped at £719 per full year worked).
Employer NI contribution to be increased from April 2025 to 15% (threshold lowered to £5,000).

DETAILED EXPENDITURE FORECAST FOR IFS

	Expenditure headings on _connect		Directly Incurred Staff	Directly Incurred Travel/Subsistence	Directly Incurred Equipment	Directly Incurred Other Costs	Directly Allocated Investigators	Directly Allocated Estates	Directly Allocated Other Costs	Indirect Costs	Total
	(Expenditure headings in GOL)		a. Associate Employment Costs	c. Travel & Subsistence	d. Consumables	b. Associate Development	e. KB Supervisor	f. Associate Estate Costs	g. Mentoring Support	h. Additional Associate Support	
Actual	Period 1	Sep - Nov 2024	£9,838.38	£132.52	£1,200.00	£0.00	£4,272.63			£8,265.13	£23,708.68
Actual	Period 2	Dec - Feb 2025	£9,838.38	£84.69	£0.00	£0.00	£4,272.63			£8,265.13	£22,460.83
Actual	Period 3	Mar - May 2025	£9,983.76	£152.22	£250.00	£1,080.00	£4,272.63			£8,265.13	£24,003.74
Actual	Period 4	Jun - Aug 2025	£10,056.45	£580.56	£0.00	£535.00	£4,272.63			£8,265.13	£23,709.77
Forecast	Period 5	Sep - Nov 2025	£10,056.45	£172.00	£300.00	£700.00	£4,272.62			£8,265.12	£23,786.19
Forecast	Period 6	Dec - Feb 2026	£10,056.45	£430.00		£500.00	£4,272.62			£8,265.12	£23,524.19
Forecast	Period 7	Mar - May 2026	£10,056.45	£130.00	£300.00		£4,272.62			£8,265.12	£23,024.19
Forecast	Period 8	Jun - Aug 2026	£11,568.18	£730.00		£300.00	£4,272.62			£8,265.12	£25,135.92
	Period 9										£8.00
	Period 10										£0.00
	Period 11										£0.00
	Period 12										£0.00
	Period 13										£0.00
	Period 14										£0.00
	Period 15										£0.00
	Period 16										£0.00
	Period 17										£0.00
	Period 18										£0.00
	Period 19										£0.00
	Period 20										£0.00
	Total		£81,454.50	£2,411.99	£2,050.00	£3,115.00	£34,181.00	£0.00	£0.00	£66,121.00	£189,333.49
	Budget		£90,000.00	£2,500.00	£4,000.00	£4,000.00	£34,181.00	£0.00	£0.00	£66,121.00	£200,802.00
			£8,545.50	£88.01	£1,950.00	£885.00	£0.00			£0.00	£11,468.51

COMPANY CONTRIBUTION

		Grant-Match Contribution (k)	Associate Salary Top- up (l)	Other Company Contribution (m)
Period 1	Sep - Nov 2024	£5,927.17	£0.00	£0.00
Period 2	Dec - Feb 2025	£5,615.21	£0.00	£0.00
Period 3	Mar - May 2025	£6,000.94	£0.00	£0.00
Period 4	Jun - Aug 2025	£5,927.44	£0.00	£0.00
Period 5	Sep - Nov 2025	£5,941.55	£0.00	£0.00
Period 6	Dec - Feb 2026	£5,881.05	£0.00	£0.00
Period 7	Mar - May 2026	£5,756.05	£0.00	£0.00
Period 8	Jun - Aug 2026	£6,283.98	£0.00	£0.00
Period 9	0	£0.00	£0.00	£0.00
Period 10				
Period 11				
Period 12				
Period 13				
Period 14				
Period 15				
Period 16				
Period 17				
Period 18				
Period 19				
Period 20				
Total		£47,333.37	£0.00	£0.00
Budget		£50,200.50	£0.00	£0.00

Invoice Number	Amount	Issue Date	Comments/Notes	Outstanding?
91432142	£2,091.69	15.09.2024	Issued	No
91432909	£2,091.69	15.10.2024	Issued	No
91484370	£2,091.69	15.11.2024	Issued	No
91479864	£2,091.69	15.12.2024	Issued	No
91484759	£2,091.69	15.01.2025	Issued	No
91487582	£2,091.69	17.02.2025	Issued	No
91489563	£2,091.69	17.03.2025	Issued	No
91491647	£2,091.69	15.04.2025	Issued	No
91492924	£2,091.69	15.05.2025	Issued	No
91494342	£2,091.69	15.06.2025	Issued	No
91495261	£2,091.69	15.07.2025	Issued	No
91496108	£2,091.69	15.08.2025	Issued	
Total	£25,100.28			

INTERIM STATEMENT

FINANCIAL STATEMENT - FEC Budgets

Company	Company Name	KTP Prog. No.	13923	Associates	Awarded	1	Grant	Dates	02/09/2024 - 01/09/2026	Date of Statement	01.10.2025
Knowledge Base	Manchester Metropolitan University	TSB Proj. No.		Associate Name	In Post	1	Value	£150,602		Period covered by	Sep - Nov 2025
Department	Health Professions	KB ref. no	G-20010		Former	0	Rate	75%		Statement	INTERIM

		BUDGET
<u>Expenditure Headings in Grant Offer Letter</u>	<u>Expenditure Headings on connect</u>	Eligible costs A
		£
a. Associate Employment Costs	Directly Incurred Staff	£90,000
b. Associate Development	Directly Incurred Other Costs	£4,000
c. Travel & Subsistence	Directly Incurred Travel/Subsistence	£2,500
d. Consumables	Directly Incurred Equipment	£4,000
e. KB Supervisor	Directly Allocated Investigators	£34,181
f. Associate Estate Costs	Directly Allocated Estates	£0
g. Mentoring Support	Directly Allocated Other Costs	£0
h. Additional Associate Support	Indirect Costs	£66,121
Total		£200,802

<u>Income Headings</u>	
j. Grant	£150,602
k. Company Grant-Match Contribution	£50,201
l. Company Top-up of Associate Salary	
m. Other Company Contribution	(Specify here)
Total	£200,802

Effort measured in associate months	24
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EXPENDITURE		
To previous statement B	Since previous statement C	To date B+C=D
£	£	£
£39,716.97	£3,352.15	£43,069.12
£1,615.00	£700.00	£2,315.00
£949.99	£78.00	£1,027.99
£1,450.00	£0.00	£1,450.00
£17,090.52	£1,424.21	£18,514.73
£0.00	£0.00	£0.00
£0.00	£0.00	£0.00
£33,060.52	£2,755.04	£35,815.56
£93,883.00	£8,309.40	£102,192.40
50,201		
12	1	13

FORECAST (Approved by LMC)	
Accrued costs E	Planned spend F
£	£
£38,385.38	£0.00
£0.00	£800.00
£62.25	£1,310.00
£0.00	£800.00
£15,866.27	£0.00
£0.00	£0.00
£0.00	£0.00
£30,305.44	£0.00
£84,419.34	£2,710.00

PROJECTED TOTALS	
Total D+E+F=G	(Over)/ Available A-G=H
£	£
£81,454.50	£8,545.50
£3,115.00	£885.00
£2,400.24	£99.76
£2,050.00	£1,950.00
£34,181.00	£0.00
£0.00	£0.00
£0.00	£0.00
£66,121.00	£0.00
£189,321.74	£11,480.26

PROJECTED TOTALS	
	£150,602
	£50,201
	£0
	£0
£0	£200,802
13	11

Comments / Notes
Final period covers salary to 1st September 2026 and redundancy (currently capped at £719 per full year worked).
Employer NI contribution to be increased from April 2025 to 15% (threshold lowered to £5,000).

DETAILED EXPENDITURE FORECAST FOR IFS

Expenditure headings on _connect		Directly Incurred Staff	Directly Incurred Travel/Subsistence	Directly Incurred Equipment	Directly Incurred Other Costs	Directly Allocated Investigators	Directly Allocated Estates	Directly Allocated Other Costs	Indirect Costs	Total
(Expenditure headings in GOL)		a. Associate Employment Costs	c. Travel & Subsistence	d. Consumables	b. Associate Development	e. KB Supervisor	f. Associate Estate Costs	g. Mentoring Support	h. Additional Associate Support	
Actual	Period 1 Sep - Nov 2024	£9,838.38	£132.52	£1,200.00	£0.00	£4,272.63			£8,265.13	£23,708.66
Actual	Period 2 Dec - Feb 2025	£9,838.38	£84.69	£0.00	£0.00	£4,272.63			£8,265.13	£22,480.83
Actual	Period 3 Mar - May 2025	£9,983.76	£152.22	£250.00	£1,080.00	£4,272.63			£8,265.13	£24,003.74
Actual	Period 4 Jun - Aug 2025	£10,056.45	£580.58	£0.00	£535.00	£4,272.63			£8,265.13	£23,709.77
Actual	Period 5a Sep-25	£3,352.15	£78.00	£0.00	£700.00	£1,424.21			£2,755.04	£8,309.40
Forecast	Period 5b Oct - Nov 2025	£6,704.30	£82.25	£300.00	£0.00	£2,848.41			£5,510.08	£15,445.04
Forecast	Period 6 Dec - Feb 2026	£10,056.45	£430.00		£500.00	£4,272.62			£8,265.12	£23,524.19
Forecast	Period 7 Mar - May 2026	£10,056.45	£130.00	£300.00		£4,272.62			£8,265.12	£23,024.19
Forecast	Period 8 Jun - Aug 2026	£11,568.18	£730.00		£300.00	£4,272.62			£8,265.12	£25,135.92
	Period 9									£0.00
	Period 10									£0.00
	Period 11									£0.00
	Period 12									£0.00
	Period 13									£0.00
	Period 14									£0.00
	Period 15									£0.00
	Period 16									£0.00
	Period 17									£0.00
	Period 18									£0.00
	Period 19									£0.00
	Period 20									£0.00
	Total	£81,454.50	£2,400.24	£2,050.00	£3,115.00	£34,181.00	£0.00	£0.00	£66,121.00	£189,321.74
	Budget	£90,000.00	£2,500.00	£4,000.00	£4,000.00	£34,181.00	£0.00	£0.00	£66,121.00	£200,802.00
		£8,545.50	£99.76	£1,950.00	£885.00	£0.00			£0.00	£11,480.26

COMPANY CONTRIBUTION

		Grant-Match Contribution (k)	Associate Salary Top- up (l)	Other Company Contribution (m)
Period 1	Sep - Nov 2024	£5,927.17	£0.00	£0.00
Period 2	Dec - Feb 2025	£5,615.21	£0.00	£0.00
Period 3	Mar - May 2025	£6,000.94	£0.00	£0.00
Period 4	Jun - Aug 2025	£5,927.44	£0.00	£0.00
Period 5a	Sep-25	£2,077.35	£0.00	£0.00
Period 5b	Oct - Nov 2025	£3,861.26	£0.00	£0.00
Period 6	Dec - Feb 2026	£5,881.05	£0.00	£0.00
Period 7	Mar - May 2026	£5,756.05	£0.00	£0.00
Period 8	Jun - Aug 2026	£6,283.98	£0.00	£0.00
Period 9	0	£0.00	£0.00	£0.00
Period 10				
Period 11				
Period 12				
Period 13				
Period 14				
Period 15				
Period 16				
Period 17				
Period 18				
Period 19				
Period 20				
Total		£47,330.44	£0.00	£0.00
Budget		£50,200.50	£0.00	£0.00

Invoice Number	Amount	Issue Date	Comments/Notes	Outstanding?
91432142	£2,091.69	15.09.2024	Issued	No
91432909	£2,091.69	15.10.2024	Issued	No
91464370	£2,091.69	15.11.2024	Issued	No
91479864	£2,091.69	15.12.2024	Issued	No
91484759	£2,091.69	15.01.2025	Issued	No
91487582	£2,091.69	17.02.2025	Issued	No
91489563	£2,091.69	17.03.2025	Issued	No
91491647	£2,091.69	15.04.2025	Issued	No
91492924	£2,091.69	15.05.2025	Issued	No
91494342	£2,091.69	15.06.2025	Issued	No
91495261	£2,091.69	15.07.2025	Issued	No
91496108	£2,091.69	15.08.2025	Issued	Yes
91496135	£2,091.69	15.09.2025	Issued	
Total	£27,191.97			

Attention to detail (Accurate figures and meaningful descriptions)

Date	Details	Travel & Subsistence	Consumables	Associate Development
13/03/2025	Training			1,000.00
14/04/2025	Various Consumables		2,000.00	
30/05/2025	Travel expenses	650.00		
		650.00	2,000.00	1,000.00



- Not enough detail
- Does not explain what has been purchased
- Difficult for Supervisor's to approve
- Delays to processing claim

Attention to detail (Accurate figures and meaningful descriptions)

Date	Details	Travel & Subsistence	Consumables	Associate Development
13/03/2025	Chemistry Summer school			500.00
13/03/2025	KTP Associates Conference			400.00
13/03/2025	CChem Application fee			100.00
14/04/2025	Laptop		850.00	
14/04/2025	Digital microscope		900.00	
14/04/2025	Lab coat		25.00	
14/04/2025	Membrane for screen printed electrodes (100 pack)		225.00	
30/05/2025	Return train travel to Ashornehill for KTP Residential Module	150.00		
30/05/2025	Return flights to France to attend summer school	500.00		
		650.00	2,000.00	1,000.00



- Clear understanding of where money has been spent
- Meaningful descriptions make it easier for Supervisor's to approve spend

Tracking Total Expenditure

				TRAVEL	CONSUMABLES	DEVELOPMENT
			Opening Budget	2,800.00	1,200.00	4,000.00
			Current Budget	2,730.00	1,200.00	4,070.00
			Total Expenditure	1,782.07	1,200.00	3,816.22
			Balance	947.93	0.00	253.78
Period	Ref	Date	Details	Travel & Subsistence	Consumables	Associate Development
Oct-Dec23	70094425	22/11/2023	IMHF Symposium 30th November - 1st December 2024			100.00
Oct-Dec23	40548279	30/11/2023	Dell Latitude 7530 XCTO Laptop		1,200.00	
Oct-Dec23	50132444, 50132955	14/12/2023	Return train fare from Montrose to Glasgow for visit to University x 2 30/11/23 and 15/12/23	90.10		
Jan-Mar24	50133496	09/01/2024	DNV WORKSHOP_on NET ZERO: Taxi- from Aberdeen central station to Aberdeen airport	42.00		
Jan-Mar24	50134775	05/03/2024	Montrose - Glasgow return train journey 15th Jan 2024 for visit to University	35.20		
Jan-Mar24	50136883	26/03/2024	IMarEST Membership Payment 2024			112.00
Jan-Mar24	50136655	26/03/2024	Taxi from Ashorne Hill to Leamington Spa for KTP Residential Module 12-15 March 2024	20.00		
Jan-Mar24	50136655	26/03/2024	Return train from Montrose to Leamington Spa to attend KTP Residential Module in Ashorne Hill 12-15 March 2024	199.09		
Apr-Jun24	40579408	16/04/2024	TRA 2024 Conference in Dublin Registration Fee			1,209.72
Apr-Jun24	50139709	23/05/2024	Return rail fare From Montrose to Glasgow to attend the All-Energy Exhibition and Conference 15/05/24	59.70		
Apr-Jun24	50141521	27/06/2024	Return rail fare from Montrose To Leamington Spa for KTP Residential Module	250.89		
Jul-Sep24	50143994	19/09/2024	KTP Associate Conference at London Metropolitan University, London, 7-8 Nov 2024,			283.50
Jul-Sep24	50144769	25/09/2024	Travel to Montrose port for KTP meeting	179.10		
Oct-Dec24	40613151	26/11/2024	Return train travel from Montrose to London 06/11/24-08/11/24 for KTP Associates Conference	516.00		
Oct-Dec24	50146892	26/11/2024	London Euston Station to Holloway Road and Return London Met Uni 07/11/24-08/11/24 for KTP Associate Conference 2024	5.60		
Oct-Dec24	50146892	26/11/2024	Dinner at KTP Associates Conference in London 08/11/24	20.13		
Oct-Dec24	40613629	27/11/2024	Stay at Maldron Hotel 07/11/24 for KTP Associates Conference	188.46		
Jan-Mar25	40620734	13/01/2025	RINA - Associate Member annual fee			221.00
Jan-Mar25	40622609	22/01/2025	NQA ISO 14064 lead verifier course			1,890.00
Apr-Jun25	50153462	23/06/2025	Montrose to Glasgow return train ticket for KB meeting and MEng Group Project presentations on 13th May 2025	39.60		
Apr-Jun25	50153939	23/06/2025	Academic travel to Montrose for LMC meeting	136.20		
				1,782.07	1,200.00	3,816.22

Benefits

- Improved budgeting and financial control
- Increased awareness of where money is being spent
- Can help to avoid potential overspend in budgets
- Can help in forecasting future costs

Expenditure Pre-Approvals

- Expenditure against variable budget lines (travel, consumables, development, *estates) must be pre-approved in writing by the LMC.
- In most cases, the Associate should request approval, as learning to manage a budget is an important part of their development.
- Approval can be minuted at an LMC meeting or obtained by email, copied/forwarded to the KTP office.
- A *de minimis* will be set at LMC0. Costs above this amount must be approved by KTA, company and academic. Costs below this amount can be approved by company and academic only.



Breakout Session?

Budget Transfers

- Budget transfer requests can be submitted via IFS
- Funds can be transferred FROM travel and/or consumables
- Funds can be transferred TO travel, consumables and/or Associate development
- The request must include a justification. If there is an Associate in post, ask them to prepare this.
- Example: 'The company partner provided a laptop for the Associate, resulting in reduced consumables spend. A £1,000 transfer from consumables to Associate development is requested to support Green Belt training and certification.'



Supporting Information



Provide breakdown of costs (e.g. cost control).



LMC minutes.



Copy of the financial statement.



Keep evidence of all expenditure.



Copies of virtual approvals.

KTP Invoicing - Recovery of company contribution



KTP project budgets are held by the University. Each University can choose how they invoice with the most popular options being:

- monthly in advance (company receive monthly invoices of equal amounts over the duration of the project)
- Quarterly against actuals (company receive quarterly invoices based on actual expenditure)

Salary top-up

KTP's can involve a salary top-up, though not always. While the KTP scheme provides funding for a graduate's salary, some companies choose to supplement this to attract high-calibre individuals. The top-up is paid 100% by the company. As above the University may choose to invoice the salary top-up monthly in equal amounts or against actual expenditure.

Schedule 3



Wording provided by Innovate UK



Input into your institution's letterhead



Offer and acceptance dates from Grant Offer Letter



Final, first and penultimate claim submission dates required for point a. Start and end date of the project required for point b.



Signed by your institution's Chief Financial Officer (or appropriate alternative).