

# Jeanette Turner - My week

## Business Manager County Durham Sport

I manage the Core Team's finances, by allocating everything we spend to a funding source and complete funding reconciliations to ensure we keep within our budget. I provide line management to Lucy and Michelle, support the Core Team on IT, finance, office systems, coordinating learning and development, a lead officer for QUEST and support the **Changing the Physical Activity Landscape (CPAL)** on finance issues. I also project manage the **County Durham Sport Partnership Annual Awards Scheme**.

### Monday

The CDS week always starts with a weekly meeting where the team share their plans for the week with each other. After this, I go onto Oracle to check whether some income that had not been showing on our cost centres had shown up yet. It still doesn't seem to be there therefore I need to do a bit more investigation on this and chase up the relevant people.

Sticking with the financial theme I entered some purchase requisitions on Oracle and completed an internal recharges form to move funding we have received to our operating cost centres.

### Tuesday

After a long six weeks of waiting I finally received the last of my AAT exam results and thankfully it's good news, meaning I passed everything first time and am now a fully qualified Accounting Technician! This sparked off a few tax related questions amongst our staff that I was glad to test out my knowledge with.

I have been working on a new system to monitor how CDS manage their projects, therefore worked on the procedures and flowchart ready for the rest of the team to give their comments as to how they feel it will work in practice.

### Wednesday

I worked at home today to update our QUEST continuous improvement document. Following on from our recent success at being rated as "Excellent" the QUEST team met to discuss how we now continue to improve and deal with any actions that came out of the process. To do this our working document needs to be brought up to date with all our evidence and new areas for improvement to be worked on. It's quite a hefty document so working from home allowed me to focus on this without distractions.

I also spent some of the morning liaising with our design company to produce some pop up banners to promote the Awards Scheme and got agreement on the design from Deborah Holmes on behalf of the Lead Officers.

### Thursday

I still had a few more pages to go through to finish off the QUEST document before I decided to tackle some of my long list of awards actions.

The new pop up stands will need to be put to good use therefore I sought the help of the Lead Officers for ideas of where they'd like these to go around the county in order to inspire more nominations from new areas. Once I have all the ideas in I will try to put together a timetable for me and Lucy to get out and spread the word utilising as much as of August as possible.

### Friday

This morning I needed to make a few amendments to our Funding Offer Letter and Agreement so did those then advised the team that the amendments had been made. After that I got on with some more awards tasks, in an attempt to get ahead of myself in anticipation of being out of the office a lot over the next few weeks with the travelling awards pop up stands.

Get in touch!

Call 0191 372 9113

Email [jeanette.turner@durham.gov.uk](mailto:jeanette.turner@durham.gov.uk)