

### ***Administrative Secretariat***

**Coordinator: Francesco Bonaccini.**

**Bari Site Coordinator: Stefano Carito.**

**Pisa Site Coordinator: Manuela Cempini.**

**Other personnel: Lucia Angellotti, Alessandro Basanisi, Sara Corridori, Maria Annunziata Liberti, Caterina Monitillo, Giuliana Morelli, Costanza Orsini.**

The Administrative Secretariat is responsible for the management of the administrative and accounting activities of the Institute:

- manages and coordinates all administrative/accounting activities of the Institute;
- manages and coordinates the administrative/accounting activities for inclusion in the U-Gov, U-Web, U-Budget and HR-Suite programs;
- coordinates all operations necessary for the transition to economic-patrimonial accounting;
- provides for the issuing and registration of invoices, fees, advances, assessments, orders, reversals, etc. and for keeping the VAT register;
- monitors and provides for the drafting of liquidation and collection provisions;
- monitors, manages and liquidates the missions of the Institute's staff;
- coordinates, manages and monitors budget variations, increased revenues and costs, reversals and all other types of variations;
- takes care of the stipulation of active and passive contracts, supporting the drafting, maintaining relationships with the contractors, up to the final act of verification of the title;
- coordinates and supports the management in budget forecasting;
- prepares the annual economic-financial report relating to the Institute's activity;
- provides for the obligations relating to the opening, management and closure of the economic fund;
- collaborates on all administrative and accounting issues relating to the management of contracts and research projects, including monitoring of contracting companies and debt collection;
- supports the research project managers in the preparation of the economic plan, evaluates it and checks its coherence;
- supports the Management in the evaluation of the residues to be reallocated and coordinates the activities necessary for the creation of self-financed projects and for the co-financing of active projects;
- maintains relations with the Headquarters Offices and with the Cassiere Institute;
- provides support to the scientific network for administrative issues;
- supports the administrative staff of the institute, also with internal training meetings, on administrative/accounting issues and on economic-patrimonial accounting;
- draws up the necessary forms for the administrative/accounting operations of the institute.