

Finance Update for Heads of School

Dear Colleagues

I am writing to you with

For your information

- An annual recap of the main responsibilities that attach to your position under the [Financial Regulations](#) and how we will support you – see table below.
- A ‘road map’ setting out actions we will be asking you to take throughout the remainder of the financial year – see attached document

For your information and action, please

- Text setting out staff responsibilities and a reminder of expenditure which is not allowed, or only allowed in very limited circumstances, as requested by several Heads of School. Staff frequently tell us that they only really focus on information that comes from their immediate areas so I’d be very grateful if you could try to land these messages by all available means!

I hope these are helpful to you. Please don’t hesitate to get in touch if my team or I can support you in any way.

The [Finance Service Desk](#) is always there for you or your staff to support any finance-related enquiry, including contact with the Insurance and Procurement teams.

Finance Business Partners work principally to support senior staff, but you are also very welcome to contact my senior team directly:

- Steve Law (financial planning and reporting, income and treasury, finance system)
- Carey McLaughlin (major projects, taxation, counter fraud, risk and insurance)
- Ian McKee (procurement, purchase to pay and commercial services)
- Sian Thomas (Financial Regulations, financial literacy, finance service desk, Value for Money)

Responsibilities under the Financial Regulations:

As a Head of School your primary responsibilities over and above those of any member of staff are as follows:

Responsibility	How Finance will support you
Financial planning, budgeting and financial management	Your Business Partner (FBP) is your first port of call to understand your needs and provide support.
Maintaining the financial control environment in your School	
Ensure compliance in your area of responsibility.	Where Finance identifies issues of non-compliance, we will resolve this with the staff concerned and notify you where your action is needed. We produce periodic compliance reports at a school level – these are reviewed by the Provost and may be shared at Heads of School meetings when useful, or you may request sight of your own report through your Finance Business Partner.
Ensure your staff understand their responsibilities, and the implications of non-compliance.	All staff: Text is provided to enable an annual reminder to your staff.

	<p>All new staff with financial responsibility are required to attend an on-line induction before finance system access is granted. This has worked well for c190 new joiners this year and we appreciate your continuing support for this. All staff may also request an online 'refresher' at any time through the Finance Service Desk – we recommend a refresh on training every 2 years.</p> <p>All staff allocated to your new authorisation group will receive a short guide to the purpose and requirements of the role they have been allocated as well as being enrolled on training. Completion of training will be monitored and you will be notified if your action is needed.</p> <p>Senior staff: We have updated our 'In-Tray' refresher training to support the day-to-day finance tasks required of you and your senior team. . Please contact the Finance Service Desk or your Finance Business Partner to arrange a session</p> <p>Senior staff who are managing budgets will receive a formal delegation letter setting out their responsibilities towards the end of the budget cycle in the Spring.</p>
<p>Review delegations to staff annually to make sure their responsibilities continue to be appropriate.</p>	<p>We're reviewing delegations for all staff carrying out non-research tasks to bring in authorisation groups by 1 December 2021.</p> <p>This approach will be rolled out to research transactions later in the academic year.</p> <p>Once in place only a light touch annual review will be led by your business partner to ensure staff capability, capacity, responsibility, and financial risk continue to be aligned.</p>
<p>Maintain University standards of conduct.</p>	<p>Please contact the governance team.</p>
<p>Ensuring the care and custody of assets, avoiding loss, achieving Value for Money</p>	
<p>Ensure the care, custody and security of the assets within your control. This includes buildings, IT equipment and assets purchased from all sources, including research grants.</p>	<p>Your FBP can advise and facilitate this.</p>
<p>Overall responsibility for achieving value for money in your School and ensuring the requirements of the Purchasing Policy are met.</p>	<p>A short guide to Value for Money was circulated by the Director of Finance in April 2021. The guide emphasised the overarching responsibilities for all staff and outlined the key message that University policy and process is designed to achieve Value for Money. Therefore, adherence to policy and process in day-to-day tasks should ensure Value for Money for the University. which is not allowed, or allowed in only very limited circumstances, is attached</p> <p>Support for staff on achieving Value for Money is in preparation.</p>

Providing information to Directors of Finance and Human Resources	
Provide information in connection with the appointment, resignation or dismissal of members of staff, and on any contractual change.	Your FBP can advise and facilitate this with your HR Business Partner.
Research, consultancy and other income	
Where a Head of School is acting as PI, ensure that their line manager takes on the relevant responsibilities for authorisation etc.	Support is within the responsibility of the Director of Research and Enterprise. Your FBP can advise and facilitate this.
Approve <ul style="list-style-type: none"> proposed consultancy activity the terms of funding of successful bids for external funding. Be responsible for any loss to the University resulting from a failure to meet conditions of funding	Support is within the responsibility of the Director of Research and Enterprise. Your FBP can advise and facilitate this.
Ensure that <ul style="list-style-type: none"> best value is obtained for the sale of any goods to external bodies or to members of staff an approved commercial agreement is put in place for the use of University premises or facilities in their control any agreements entered into with external bodies mitigate commercial risk and cover any legal liabilities to which the University may be exposed. 	Your FBP can advise and facilitate this.
Risk management and insurance	
Take advice from the Director of Finance to ensure that any agreements with external bodies contain adequate insurance provisions to cover legal liabilities and indemnities to which the University may be exposed.	Your FBP can advise and facilitate this.
Notify the Director of Finance of any <ul style="list-style-type: none"> potential new risks and additional property and equipment that may require insurance and of any alterations affecting existing risks event that may give rise to an insurance claim and prepare a claim in conjunction with the Director of Finance for submission to the insurers. 	You can contact the Insurance team through the Finance Service Desk or your FBP can advise and facilitate this.
Tuition fees (Schools only)	

Consult re individual fees and seek approval of procedures for the application of fee waivers and discounts.	Your FBP can advise and facilitate this.
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Best regards,

Allan Spencer, Director of Finance