

## Text for all finance system users

Dear Colleagues

I am writing to you with:

- An annual reminder of your responsibilities under the [Financial Regulations](#). There's also information on how Finance will support you – see table below
- [Links to training for anyone managing a budget](#)
- Links to:
  - A [schedule](#) of expenditure that is never an acceptable use of University funds, and expenditure that is only allowed in very limited circumstances. This applies to all funds in our control, including research funding unless specially allowed for in the contract
  - A [reminder](#) of the insurance and purchasing requirements around University travel
  - A [visual reminder](#) of what you need to consider when spending University funds to make sure you stay compliant and get value for money
  - A [short guide](#) on getting Value for Money in day to day purchasing
- A reminder of where to get help

### Your responsibilities under the Financial Regulations

If you are a member of staff, or someone with a contractual relationship with the University, you have responsibilities under the [Financial Regulations](#). As a member of staff with delegated financial responsibilities (including holding a purchasing card or using expenses to purchase) you have further responsibilities you need to understand.

Responsibility	How Finance will support you	Resources
<b>Comply with the Financial Regulations and all policy and procedures stemming from them</b>		
Ensure that you understand these responsibilities and seek training or guidance where required.	The Finance Service Desk will support you with your queries and point you at any financial training that would be helpful or that you are required to complete because of your responsibilities.	<a href="#">Finance Essentials E-Learning</a>  <a href="#">E-learning to support your specific financial role</a>  <a href="#">Financial Regulations</a>  <a href="#">Policies and Procedures</a>
<b>Ensure Value for Money for students and the taxpayer</b>		
Use resources <b>of all kinds</b> efficiently and effectively	This relates to all university resources <b>including its buildings, equipment, people, and finances</b> . The Finance Service Desk can support any finance related queries and needs.	<a href="#">Value for Money Policy</a>
Ensure Value for Money in the University's financial transactions	Financial policies and processes are designed to ensure Value for Money so please follow them. The Finance Service Desk will make sure you get the right training and support and help with your queries.	<a href="#">Finance E-Learning Courses</a>  <a href="#">Guide to getting Value for Money in day to day purchasing</a>

Be responsible for the security of the University's property in your control and avoid loss, including reporting suspected fraud as soon as possible	Refresh your awareness of fraud and what to do if you are concerned with our e-learning NB you should always report fraud through the proper process and <b>never</b> attempt to investigate yourself.	<a href="#">Counter Fraud E-Learning</a> <a href="#">Counter Fraud Policy</a> <a href="#">Process for Raising Concerns</a>
<b>Act in accordance with University standards of conduct</b>		
Notably <ul style="list-style-type: none"> <li>• comply with the Anti-Bribery Policy</li> <li>• declare and avoid potential conflict of interest</li> <li>• act in good faith and in the best interests of the University</li> </ul>	These policies and standards are owned by the Office of the General Counsel, Governance and Compliance -please consult them if your line manager or head of area is unable to help.	<a href="#">Anti-Bribery Policy</a> <a href="#">Avoidance of Other Forms of Conflict of Interest</a> <a href="#">General Guidance: Principles of Public Life</a>

### Training

Finance strongly recommends that all staff with financial responsibilities refresh their training every two years. You can use [the e-learning](#) you've been enrolled on in LearnUpon or contact the [Finance Service Desk](#) where one of the team will be pleased to organise a 30 minute on-line refresher for you individually or with a group of colleagues.

If you are a budget holder or support a budget holder you can access our [Guide to Managing your Budget and supporting e-learning](#). The guide provides helpful information including what to look out for and when, whilst the e-learning explains exactly how to use the finance system reports to stay on top of your budget.

If you are a member of an authorisation group and have not attended mandatory training during 2021/22 you will need to complete this in 2022/23.

### Essential links

- A recap of [what purchases are not an acceptable use of University funds](#)
- A [reminder of the insurance and purchasing requirements](#) around travel and working away on University business
- A visual explaining [what you need to do to remain compliant and achieve value for money in purchasing](#)
- A [guide to getting Value for Money in day to day purchasing](#)

### A reminder of where to get help

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

You can email them at [financeservicedesk@sussex.ac.uk](mailto:financeservicedesk@sussex.ac.uk) or call on 01273 87(7172).

