

## **5-2021: Updated Finance Engagement Roadmap for Directors of Professional Services - February to July 2021**

Dear colleagues,

I wrote to you in November with a 'road map' setting out the timings for various engagements with Finance throughout the remainder of the financial year.

Given the current circumstances we are postponing non-essential financial literacy and compliance activity that was planned for January until at least March to avoid any additional strain on staff unless it's absolutely necessary – we will reassess in late February but the current view is as per the roadmap attached.

Our focus will be on supporting you and your staff in carrying out the essential priorities at this point in time, and to this end the Finance Service Desk remains staffed and ready to assist you and your staff with your finance-related queries (contact details below).

In the meantime, essential value for money and compliance requirements will be addressed by directly approaching 'high risk' staff we have identified for anti-facilitation of tax evasion/Criminal Finance Act training. We will not ask you to nominate staff at this point.

You'll receive a basic guide to value for money and anti-facilitation of tax evasion/Criminal Finance Act for your awareness in February. For information, the Value for Money Policy is available on the [Finance website](#). The Anti-Facilitation of Tax Evasion Policy will be on the same page from this Friday. If you have any questions on these items, please discuss with your Finance Business Partner in the first instance.

Given the ongoing challenging external environment, a review has recently been undertaken on the Financial Review Guidelines (FRG) last updated in April 2020, and both Heads of Schools and Divisional PS Directors have been consulted. More information on this will be issued in due course by the Internal Communications team.

For your information, the pilot mandatory finance induction sessions delivered by the Finance Service Desk since the Autumn have been well received and this will become a permanent requirement for new members of staff with financial responsibilities from now on. Existing staff may also attend as a refresher if they wish.

The Finance Service Desk can be contacted at [rt-finance-servicesdesk@sussex.ac.uk](mailto:rt-finance-servicesdesk@sussex.ac.uk), or by calling 01273 87(7172) between 8.30am and 5pm.

Best regards,

Allan Spencer, Director of Finance

2020/21 Finance 'Road Map' for Directors of Professional Services – Updated January 2021

	February	March <i>(Subject to review of timing)</i>	April	May	June	July
<b>Financial Responsibilities and Financial Literacy</b> (lead contact Sian Thomas)	<i>Finance can offer bespoke workshops to Directors of Professional Services and their staff on request.</i>	Directors of Professional Services receive email text to send to their staff including: <ul style="list-style-type: none"> <li>• annual responsibility reminder for all staff</li> <li>• awareness of new Value for Money Policy and Anti-Facilitation of Tax Evasion Policy</li> <li>• request to staff who purchase and/or authorise to read short value for money guide</li> <li>• signposting to literacy and other support.</li> </ul> <i>Finance can offer bespoke workshops to Directors of Professional Services and their staff on request.</i>	<i>Finance can offer bespoke workshops to Directors of Professional Services and their staff on request.</i>	Directors of Professional Services complete literacy and responsibilities self-assessment to inform future support and provide ARC assurance (as in 2019/20).  Finance can extend this to senior teams on request.  Directors of Professional Services receive draft agenda and invitations for Finance workshops (including Financial responsibilities and delegations, procurement update, other items of interest)	Workshops for Directors of Professional Services (and nominated deputies).	Directors of Professional Services receive email text to send to staff with a reminder of their year-end responsibilities.  <i>Finance can offer bespoke workshops to Directors of Professional Services and their staff on request.</i>
<b>Anti-Facilitation of Tax Evasion Policy/Criminal Finance Act</b> (Carey McLaughlin)	Directors of Professional Services receive short contextual guide to Criminal Finance Act to support understanding and awareness.  Staff in 'high risk' roles identified by Finance and requested to complete short mandatory e-learning.	Directors of Professional Services asked to: <ul style="list-style-type: none"> <li>• complete short e-learning</li> <li>• nominate relevant staff for mandatory training.</li> </ul>	Directors of Professional Services support compulsory training for relevant staff.	As April	As April	As April
<b>Value for Money</b> (Sian Thomas)	Directors of Professional Services who requested value for money support following 'Paper Writers' PSLT contacted for follow up.	Directors of Professional Services asked to work with Finance Business Partners to start to build on the introductory session in the context of their Divisions. NB: This is expected to be a gradual process lasting well into 2021/22 but it's important that we start to take steps to actively demonstrate how we ensure value for money to students and stakeholders.	As March	As April  Literacy self-assessment will include more specific value for money elements.	As April	As April
<b>Compliance</b> (Ian McKee)	Directors of Professional Services to act on issues where identified by Finance.	Directors of Professional Services to act on issues where identified by Finance.	Directors of Professional Services to act on issues where identified by Finance.	Directors of Professional Services to act on issues where identified by Finance.	Directors of Professional Services to act on issues where identified by Finance.	Directors of Professional Services to receive annual compliance review outcomes.
<b>Delegations Review</b> (Heidi Jones)				Launch extension of 'group' authorisation for Professional Services to be ready for 2021/22 financial year.		
<b>IPBP</b> (Heidi Jones)	Finalisation of detailed Professional Services budget 2021/22 with refresh of One PS and scenario savings plans.			Final budget submitted for sign off.		

<b>Forecasts</b> (Heidi Jones)	Develop and sign off Professional Services Q2 forecast for 20/21.			Develop and sign off Professional Services Q3 forecast for 20/21.		
<b>Global Mobility, Tax and Social Security</b> (Carey McLaughlin - Finance working with HR)	Directors of Professional Services to receive briefing on key exposures and practice requirements.  Actions and engagement via HR Business Partners and managers of staff.	Actions and engagement via HR Business Partners and managers of staff.	Actions and engagement via HR Business Partners and managers of staff.			