

Advance Actions for Financial Responsibilities Self-Assessment: Sent to all Heads of School and Directors of Professional Services, May 2023

Dear colleagues

I'd be grateful if you could take the time to read through this email and action as needed.

Financial responsibilities self-assessment May/June 2023

GCGC will be circulating their annual compliance checklist in June. As usual I will be asking you to complete a more detailed financial responsibilities self-assessment questionnaire to assist you in completing the GCGC checklist. This will also help us to identify where we may need to revisit the way you are supported by Finance. Please keep an eye out for this on Monday 22nd May.

In the meantime there are some actions you can be taking now that will help when you come to fill in the questionnaire.

1. Please complete the annual review of purchasing cards in your area. I have attached **a list of all purchasing cardholders**, which you can filter to identify those in your specific area.
2. Please arrange for staff in your area of responsibility to be reminded of their responsibilities under the Financial Regulations, even those who do not have finance responsibilities in their role. I have **provided the attached text** for you to pass on. It is important that staff read this so please circulate in whichever way you feel will gain the best engagement.

For those who are relatively new to the role or would like a quick refresher I have also **attached a summary of Head of School/Director of Professional Service responsibilities** to this email. This also sets out how we aim to support you in meeting your financial responsibilities. I am always pleased to receive comments about this support and there will also be the opportunity to give your feedback in the self-assessment questionnaire, once received.