

Reminder for all staff – including temporary, visiting or honorary members of staff, or others acting on behalf of the University

Your responsibilities under the Financial Regulations

Even if you don't have financial responsibilities in your role the University Financial Regulations apply to you.

It's really important that you:

1. Complete any training you are asked to undertake by Finance, your line manager or your Head of School or Director. The [Finance Service Desk](#) will help with any questions about what training you need to do if you aren't sure who to speak to in your area.
2. Act in accordance with University standards of conduct, notably
 - comply with the [Anti-Bribery Policy](#)
 - declare and avoid potential [conflict of interest](#)
 - act in good faith and in the best interests of the University.
3. Take responsibility for the security of University property in your control, avoid loss ([including reporting suspected fraud as soon as possible](#)), use resources efficiently, and ensure Value for Money. 'Value for Money' isn't about purchasing cheaply or cutting costs, it means making sure we take care of and manage all our resources (including our time, space and technology) to get the best outcomes for our students, research funders and wider society.

Purchasing-related Value for Money information

If you are involved in purchasing in any way (including authorising, requisitioning and using University Barclaycards or expenses) please read this [five minute guide](#) and ask for advice if necessary.

How to get help and support

The [Finance Service Desk](#) is always there for you to support any finance-related enquiry, including contact with the Insurance and Procurement teams. We also provide training and refreshers on financial responsibilities, policy, or processes – either as an individual session or for a team. Please let us know where we can help.