

Responsibilities under the Financial Regulations May 2023:

As a Head of School or Director of Professional Service 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 area of responsibility	
Ensure compliance in your area of responsibility.	Where we identify non-compliance we resolve this with the staff concerned and notify you where your action is needed. We produce periodic compliance reports at a School/ Divisional level which are reviewed by the Provost/ COO. Further information is available through your FBP.
Ensure your staff understand their responsibilities, and the implications of non-compliance.	<p>Text is provided for you to enable an annual reminder to your staff.</p> <p>All new staff with financial responsibility are required to attend an on-line induction before finance system access is granted and this includes information about meeting their responsibilities and essential training to complete.</p> <p>We monitor completion of all essential finance training and will notify you directly where we need your support to make this happen.</p> <p>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>Senior staff: ‘In-Tray’ training supports 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>
Review delegations to staff annually to make sure their responsibilities continue to be appropriate.	<p>Authorisation groups are now in place for all non-research spend and underway for research spend.</p> <p>Once groups are in place, a light touch annual review will be led by your FBP to ensure staff capability, capacity, responsibility, and financial risk continue to be aligned.</p>
Maintain University standards of conduct.	Please contact the governance team.
Purchasing and Procurement	
Comply with the requirements of the Procurement and Purchasing Policy, including an annual review of purchasing cards.	<p>Finance provide you with details of all card holders in May each year.</p> <p>The Finance Service Desk or your FBP can support with queries throughout the year.</p>

Ensure that steps are taken to address commercial & legal risk and ensure Value for Money in all purchasing contracts which are specific to your area of responsibility.	Your FBP can advise and facilitate this or you can access specialist support through the Finance Service Desk.
Value for Money	
Overall responsibility for achieving Value for Money (VfM) in your area of responsibility.	<p>Adherence to policy and process in day-to-day tasks should ensure Value for Money for the University.</p> <p>Senior staff are also asked to consider VfM principles in wider decision making and ensure that VfM is addressed appropriately in University committees and decision making groups they chair or attend. Resources are currently being updated and will be provided to support the annual self-assessment process.</p>
Care and custody of assets, avoiding loss, risk management and insurance	
<p>Ensure that</p> <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 • external income streams [excluding Government grants and tuition fees] are properly contracted, delivered and invoiced. 	Your FBP can advise and facilitate this.
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.	Your FBP can advise and facilitate this.
Take advice from the Director of Finance to ensure that any commercial 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.
<p>Notify the Director of Finance of any</p> <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 <p>and comply with any specific requirements notified by the University Insurance Manager.</p>	You can contact the Insurance team through the Finance Service Desk or your FBP can advise and facilitate this.
If requested by the Director of Finance, organise an annual stock-take and valuation of stores.	You will be contacted directly if this is required.
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, knowledge exchange and external professional activities including consultancy (Schools only)	
Ensure that externally funded work is appropriately priced with reference to the terms of funding, Full Economic Costing (FEC) principles, and School resources.	Support is within the responsibility of the Director of Research and Enterprise. Your FBP can advise and facilitate this.
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.
<p>Approve</p> <ul style="list-style-type: none"> proposed consultancy activity the terms of funding of successful bids for external funding. <p>Be responsible for any loss to the University resulting from a failure to meet conditions of funding.</p>	Support is within the responsibility of the Director of Research and Enterprise. Your FBP can advise and facilitate this.
Tuition fee income (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.