

Advance Actions for Financial Responsibilities Self-Assessment: Sent to all Heads of School and Directors of Professional Services, May 2022

Dear colleagues

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

Financial responsibilities self-assessment

At the end of June GCGC will circulate their annual compliance checklist. On 6 June you will receive your annual financial responsibilities self-assessment questionnaire to assist you in completing the GCGC checklist, please keep an eye out for this.

However, there are a few things you can be doing now that will help when you come to fill in the questionnaire.

1. As you are aware you are asked to annually review whether active purchasing cards in your area are still required. To aid with this I have **attached a list of all purchasing cardholders**, which you can filter to see those in your specific area.
2. It is also a requirement to ensure that staff in your area understand their responsibilities under the Financial Regulations and have undertaken the relevant training. I have **provided the attached text for you** to send to your staff to confirm that this is the case. It is important that staff read this so please circulate in whichever way you feel will gain the best engagement.
3. You will be asked to assess whether you are confident that you have the financial understanding and skills you need to meet your responsibilities. To support this assessment we have created a [list of all the required/recommended financial training](#) for Heads of School and Directors of Service. However please treat this as a prompt, I know many of you will have attended workshops or briefings that have covered much of this content and will not need to have completed the e-learning as a result.

This year we have included the opportunity for you to provide feedback regarding the support we give you and your teams.

Once you have received the link to the questionnaire, please complete it by Friday 24 June. This will enable you to complete the GCGC checklist. Your Finance Business Partners will support you in this. We will of course be reviewing all returns to identify training and other needs that are identified.

Updated Engagement Roadmap

In March I sent you an updated engagement roadmap. To avoid having to send updated versions throughout the year these can now be found on our [Finance webpages](#). The version on this webpage will always be the most up to date version, and I will link to this on future comms that I send you.

As always, your Finance Business Partners and the [Finance Service Desk](#) are on hand to offer support for any finance related enquiry.

Best regards,

Allan Spencer, Director of Finance