

2021/22 Finance 'Road Map' for Directors of Professional Services

	October	November	December	January	Q3 (Feb-Apr)	Q4 (May-July)
Financial Responsibilities and Financial Literacy (lead contact Sian Thomas)	Directors of Professional Services receive annual reminder of their financial responsibilities and engagement 'road-map' for the year ahead. Directors of Professional Services also receive text to send to staff with a reminder of their financial responsibilities and relevant updates. Directors of Professional Services and staff who are purchasing card holders receive annual declaration of conditions. Directors of Professional Services and staff who are budget holders are asked to complete the new 'Managing Your Budget' e-learning. <i>Finance can offer bespoke workshops to Heads of School and their staff on request.</i>	Directors of Professional Services receive Global Mobility tax update and IR35 policy update. <i>Finance can offer bespoke workshops to Directors of Professional Services and their staff on request.</i>	All staff with approval responsibilities will be contacted with an explanation of their responsibilities and will be asked to complete authorisation e-learning and policy and finance regulations, where appropriate. Completion of online training will be monitored. <i>Finance can offer bespoke workshops to Directors of Professional Services and their staff on request.</i>	Directors of Professional Services receive an update on Insurance Policy responsibilities. Finance will issue Directors of Professional Services with an update on new compliance training and ask for this to be sent on to staff. <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>	June: Directors of Professional Services to attend annual workshop if required. July: Directors of Professional Services receive email text to send to staff with a reminder of their year-end responsibilities. Directors of Professional Services complete literacy and responsibilities self-assessment to inform future support. <i>Finance can offer bespoke workshops to Directors of Professional Services and their staff on request.</i>
Value for Money (Sian Thomas)					Directors of Professional Services receive new VFM e-learning and guide.	Directors of Professional Services to continue to consider value for money/embed practice.
Compliance (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.	COO to receive update on Out of Pocket and Purchasing Card compliance. 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 receive annual compliance review outcomes and action plan. Directors of Professional Services asked to complete annual Purchasing Card review
Delegations Review (Heidi Jones)	Delegations review within authorisation group set up.	Delegations review within authorisation group set up.				May: Directors of Professional Services asked to complete annual delegations review
IPBP (Heidi Jones)			Finance Business Partners complete introduction with Directors of Professional Services	Ongoing process	February: process complete	
Forecasts (Heidi Jones)				Develop and sign off Professional Services Q2 forecast for 20/21.	Develop and sign off Professional Services Q3 forecast for 20/21.	