

2022/23 Finance 'Road Map' for Directors of Professional Services

	September	October	November	December	January	Q3 – February to April	Q4 – May to July
Financial Responsibilities, VFM, and Financial Literacy (lead contact Sian Thomas)	Directors of Professional Services will receive: <ul style="list-style-type: none"> An annual reminder of their financial responsibilities and engagement 'road-map' for the year ahead. All finance system users will receive: <ul style="list-style-type: none"> A reminder of their financial responsibilities and relevant updates. Purchasing cardholders will be asked to re-declare their commitment to upholding cardholder compliance and conditions of usage.	All Professional Services authorisation groups will be finalised. Directors of Professional Services will be informed of all staff in their areas who have not attended training (after a follow up by Finance). Counter Fraud e-learning will be launched to all staff. Heads of School are asked to complete the e-learning and encourage their staff to do same to reduce the risk of dishonesty and loss in our community. Directors of Professional Services consulted on updates to Procurement and Purchasing Policy.			All finance system users will receive notification of re-launched Purchasing Goods and Services, Finance Essentials and Authorising Expenditure e-learning, and will be encouraged to refresh their understanding by re-doing the courses.		Directors of Professional Services will receive session on value for money compliance at ULT, plus supporting updates. Directors of Professional Services will complete literacy and responsibilities self-assessment to inform future support (supported by Finance Business Partners). Directors of Professional Services receive outcomes of the literacy and responsibilities self-assessment Directors of Professional Services receive Pre-Year-End communication and text to send to staff with a reminder of their year-end responsibilities.
<i>Finance can offer bespoke workshops to Directors of Professional Services and their staff on request</i>							
Compliance (Ian McKee and Leah Pillay)	Directors of Professional Services will receive compliance reports for May, June and July. This will include purchasing cards, expenses and new user training.				Directors of Professional Services will be sent their quarterly compliance reports.		Directors of Professional Services will be sent their quarterly compliance reports, and will receive their annual compliance review outcomes and action plan.
<i>Finance will contact finance system users to resolve any issues of non-compliance and identify training needs. Directors of Professional Services to act on issues where identified by Finance.</i>							
Delegations Review (Heidi Jones)						Light touch delegations review within authorisation group set up.	Directors of Professional Services will be asked to complete an annual review of purchasing cardholders in their areas.
Budgets and 5yr plans (Heidi Jones)			PSLT opening brief on budgets	First draft budgets in preparation	First draft budgets completed by end of January Develop and sign off Professional Services Q2 forecast for 22/23 (including high level forecast for 23/24)		Finalisation/ Confirmation of 23/24 Budgets and 5 year plans
Forecasts (Heidi Jones)		High level Q1 forecast				Develop and sign off Professional Services Q3 forecast for 22/23.	