

2023/24 Finance 'Road Map' for Directors of Professional Services

	March	April	May	June	July
Financial Responsibilities, VFM, and Financial Literacy (lead contact Sian Thomas)		Directors of Professional Services invited to first online awareness raising workshop to cover regulatory compliance/risk around <ul style="list-style-type: none"> • Anti facilitation of tax evasion/CFA • Anti money laundering • Modern Slavery • Fraud • International sanctions All finance system users will receive notification of re-launched Authorising Expenditure e-learning, and will be encouraged to refresh their understanding by re-doing the course.	Directors of Professional Services will receive advance actions for the annual 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.	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
<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 covering the period from October 2023 to April 2024. This will include purchasing cards, expenses and new user training.		
<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)			Directors of Professional Services will be asked to complete an annual review of purchasing cardholders in their areas.		
Budgets and 5yr plans (Heidi Jones)			Finalisation/ Confirmation of 24/25 Budgets and 5 year plans		
Forecasts (Heidi Jones)			Sign off Professional Services Q3 forecast for 23/24.		