

Responsibility	How Finance will support you
<b>Financial planning, budgeting and financial management</b>	
Responsible for financial management and monitoring	<p>Your Business Partner (FBP) is your first port of call to understand your needs and provide support. If they are not available then Senior FBPs (Heidi Jones and Kevin Pierson) will support you.</p> <p>The Director of Finance email (<a href="mailto:DoF@sussex.ac.uk">DoF@sussex.ac.uk</a>) is always used for all wider communication and requests so you can find these easily in your inbox.</p> <p>The annual engagement planner and all Director of Finance communications are also at <a href="#">Resources : Getting help : Finance Division : University of Sussex</a></p> <p>The primary contact in the Finance Executive team is Steve Law (financial planning and reporting, income and treasury, finance system)</p>
<b>Maintaining the financial control environment in your area of responsibility</b>	
Ensure compliance in your area of responsibility.	<p>Non-compliance puts the University and its staff at financial and reputational risk. We ask for your support in maintaining compliance in your area of responsibility by advocating and modelling good practice, acting promptly where issues are raised with you and proactively seeking advice about any concerns.</p> <p>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.</p> <p>We will provide regular awareness raising/refresher information so you're aware of the primary source of risk which can't be built into standard process and controls and know when and how to ask questions and seek advice.</p> <p>The primary contacts in the Finance Executive team are Carey McLaughlin (major projects, taxation, counter fraud, risk and insurance) and Sian Thomas (Financial Regulations, financial literacy, Finance Service Desk, Value for Money).</p>
Ensure your staff understand their responsibilities, and the implications of non-compliance.	<p><b>Staff communication</b></p> <p>All staff (including visiting and honorary staff, temporary staff, contract staff and contractors' staff acting on behalf of the University, and others with a contractual relationship) have responsibilities to the University under the Financial Regulations, even where their roles do not include direct financial responsibility.</p>

	<p>We ask you to</p> <ul style="list-style-type: none"> <li>• circulate relevant communication to your staff twice a year to enable you and your staff to meet requirements</li> <li>• reinforce the importance of understanding responsibilities and action that staff need to take.</li> </ul> <p><b>Financial literacy support</b></p> <p>We are currently updating our e-learning offer and encourage all staff to request online training and 'refreshers' through the Finance Service Desk – we recommend refresher training every 2 years.</p> <p>We have updated our 'in-tray' training to support the day-to-day finance tasks required of you and your senior team. Please contact the Finance Service Desk or your FBP to arrange a session. Many senior leaders have found it useful to include their Executive Assistants, Finance Business Partners and other colleagues.</p> <p>We are updating our regulatory risk awareness materials and will invite all senior staff to engage with this later this year.</p> <p>All new staff with financial responsibility are required to attend an on-line induction before finance system access is granted. Over 400 new joiners have attended this training since August 2021. We monitor completion of required training and will notify you where we need your support to make this happen.</p> <p>All new purchasing card holders receive an induction and are required to accept the declaration of use before their card can be used. All card holders are also asked to confirm their understanding of the requirements which attach to them annually.</p> <p>The primary contact in the Finance Executive team is Sian Thomas (Financial Regulations, financial literacy, Finance Service Desk, Value for Money).</p>
<p>Review delegations to staff annually to make sure their responsibilities continue to be appropriate.</p>	<p>It is important that you ensure that all staff with delegated responsibilities retain the capacity and capability required to discharge their responsibilities effectively and that their tasks remain appropriate to their roles.</p> <p>Your FBP will organise/support you in an annual review of delegations to include:</p> <ul style="list-style-type: none"> <li>• purchasing card holders (Barclaycard)</li> <li>• authorisation groups (these have been in place for non-research spend for some time, and Finance and Research Finance continue to extend authorisation groups to all research expenditure. Groups help to</li> </ul>

	ensure resilience, transparency and good practice across all of our purchasing)
Maintain University standards of conduct.	Please contact the Governance team for support.
<b>Purchasing and Procurement</b>	
Comply with the requirements of the Procurement and Purchasing Policy, including annual review of purchasing cards	<p>We offer tailored 'in-tray' training to all senior leaders as induction and refresher training.</p> <p>We provide you with details of all card holders in May each year to support review, see above.</p> <p>The Finance Service Desk or your FBP will support you and your staff with queries throughout the year.</p> <p>The primary contact in the Finance Executive team is Ian McKee (procurement, purchase to pay and commercial services).</p>
Ensure that steps are taken to address commercial and legal risk, and ensure Value for Money in all purchasing contracts which are specific to your area of responsibility.	<p>Your FBP can advise and facilitate this or you can access specialise support through the Finance Service Desk.</p> <p>The primary contact in the Finance Executive team is Ian McKee (procurement, purchase to pay and commercial services).</p>
<b>Value for Money (VfM)</b>	
Overall responsibility for achieving Value for Money 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 group they chair or attend.</p> <p>Short guides to Value for Money are included in the staff communications we ask you to circulate.</p> <p>The primary contact in the Finance Executive team is Sian Thomas (Financial Regulations, financial literacy, Finance Service Desk, Value for Money).</p>
<b>Care and custody of assets, avoiding loss, risk management and insurance</b>	
<p>Ensure that</p> <ul style="list-style-type: none"> <li>• best value is obtained for the sale of any goods to external bodies or to members of staff</li> <li>• an approved commercial agreement is put in place for the use of University premises or facilities in your control</li> <li>• any agreements entered into with external bodies mitigate commercial risk and cover any legal liabilities to which the University may be exposed</li> <li>• external income streams [excluding Government grants and tuition fees] are</li> </ul>	<p>Your FBP can advise and facilitate this.</p> <p>The primary contact in the Finance Executive team is Carey McLaughlin (major projects, taxation, counter fraud, risk and insurance).</p>

properly contracted, delivered and invoiced	
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.  The primary contact in the Finance Executive team is Carey McLaughlin (major projects, taxation, counter fraud, risk and insurance).
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.  The primary contact in the Finance Executive team is Carey McLaughlin (major projects, taxation, counter fraud, risk and insurance).
Notify the Director of Finance of any <ul style="list-style-type: none"> <li>potential new risks and additional property and equipment that may require insurance and of any alterations affecting existing risks</li> <li>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</li> </ul> <p>Comply with 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.  The primary contact in the Finance Executive team is Carey McLaughlin (major projects, taxation, counter fraud, risk and insurance)
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.
<b>Providing information to Directors of Finance and Human Resources</b>	
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.
<b>Providing information to Directors of Finance and Human Resources</b>	
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.
<b>Research, consultancy and other income</b>	
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 acting as PI, ensure that your 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.
Approve <ul style="list-style-type: none"> <li>proposed consultancy activity</li> <li>the terms of funding of successful bids for external funding.</li> </ul>	Support is within the responsibility of the Director of Research and Enterprise. Your FBP can advise and facilitate this.

Be responsible for any loss to the University resulting from a failure to meet conditions of funding	
<b>Tuition fees (Schools only)</b>	
Consult re individual fees and seek approval of procedures for the application of fee waivers and discounts.	Your FBP can advise and facilitate this.