

## **Reminder for all staff – your responsibilities under the Financial Regulations**

This reminder also applies to visiting and honorary staff, temporary staff, contract staff and contractors' staff acting on behalf of the University, and others with a contractual relationship.

It's important that all staff

1. Comply with the [Financial Regulations](#) and all policy and procedures, so it's really important that you do the relevant training and ask if you don't understand what this means for you
2. Act in accordance with University standards of conduct, notably
  - comply with the [Anti-Bribery Policy](#)
  - declare and avoid potential [conflict of interest](#)
  - act in good faith and in the best interests of the University
3. Take responsibility for the security of the University's property in their control, avoid loss ([including reporting suspected fraud as soon as possible](#)), use resources efficiently, and ensure Value for Money in the University's transactions. 'Value for Money' in this context applies to all our resources – including our time, space and technology which we need to manage to get the best outcomes for our students, research funders and wider society. All staff are asked to challenge ways of working and identify ways in which Value for Money could be improved.

### **Additional information for staff involved in purchasing (including expenses)**

If you are involved in purchasing in any way (including expenses) it's important you understand how to get value for money. You are asked to read this [five minute guide](#) and ask if you don't understand what this means for you.

### **How to get help and support**

The [Finance Service Desk](#) is always there for you to support any finance-related enquiry, including contact with the Insurance and Procurement teams.

### **Finance inductions, 'refreshers' and other support**

The Finance Service Desk provide a 15-minute finance induction for all new staff who have any financial responsibilities, before finance systems access is allowed. Any member of staff can request a refresher on financial responsibilities, policy, or processes – either as an individual session or for their team.