Finance Update for Heads of School 2020

Dear Colleagues

I am writing to you with

- An annual reminder of the main responsibilities that attach to your position under the Financial Regulations and how we will support you – see table below.
- A reminder of expenditure that is not

Finance Service Desk is always there for you or your staff to support any finance-related enquiry including contact with the Insurance and Procurement teams.

In addition to your Finance Business Partner, you can also contact my senior team directly:

- Steve Law (financial planning and reporting, income and treasury, finance system)
- Carey McLaughlin (major projects, taxation, counter fraud, risk and insurance)
- Ian McKee (procurement, purchase to pay and commercial services)
- Sian Thomas (Financial Regulations, financial literacy, value for money)

Responsibilities under the Financial Regulations:

As a Head of School your primary responsibilities over and above those of any member of staff are as follows:

Responsibility	How Finance will support you
Financial planning, budgeting and financial management	Your Business Partner (FBP) is your first port of call to understand your needs and provide support
Ensure your staff understand their responsibilities, and the implications of non-compliance.	I will draft a reminder of responsibilities for you to send to your staff in January. This will also encourage them to engage with the wide range of support and training we offer, including face-to-face via teams. We will also introduce a letter of delegation so relevant sta are clear on what is delegated to them and what this enta 37 new joiners across the University have not completed their training and haven't engaged with the service desk f help - they have been informed that their systems access will be removed on November 15th unless they contact us. From now on we will require all staff nominated for syster

	access to complete online induction training which includes financial responsibilities, so you will not need to take any action on this going forwards.
Review delegations to staff annually to make sure their responsibilities continue to be appropriate.	The FBPs will lead a review from January depending on your area. HoPS will be involved for Schools. Once complete, this should only a require an annual light touch refresh going forward. We are bringing in finance system improvements to make sure the right staff are involved according to transactional risk.
Maintain University standards of conduct	Please contact the governance team.
Ensuring the care and custody of assets, avoiding loss, achieving Value for Money	

Road M

	November	December	January	Q3 (Feb-Apr)	Q4 (May-July)
Financial Responsibilities and Financial Literacy (lead contact Sian Thomas)	Heads of School receive annual reminder of their financial responsibilities - of the year ahead from Allan Spencer. Heads of School who are purchasing card holders receive annual declaration of conditions Finance can offer bespoke workshops to Heads of School and their staff on request.	Finance can offer bespoke workshops to Heads of School and their staff on request.	unications, Heads of School receive email text to send to their staff on: annual responsibility reminder for all staff awareness of new Value for Money Policy and Anti-Facilitation of Tax Evasion Policy signposting to literacy and other support. Finance can offer bespoke workshops to Heads of School and their staff on request.	Heads of School complete literacy and responsibilities self-assessment to inform future support Finance can extend this to senior teams on request. Finance can offer bespoke workshops to Heads of School and their staff on request.	Heads of School receive email text to send to staff with a reminder of their year-end responsibilities. Finance can offer bespoke workshops Heads of School and their staff on request.
Anti-Facilitation of Tax Evasion Policy/ Criminal Finance Act (Carey McLaughlin)			Heads of School asked to: familiarise themselves with the new Anti-Facilitation of Tax Evasion Policy via short e learning/guide nominate relevant staff for training. (Also in communication to staff above)	Heads of School support compulsory training for relevant staff.	
Value for Money (Sian Thomas)			Heads of School asked to: familiarise themselves with the new Value for Money Policy via a short guide nominate staff to implement local actions required to embed value for money practice. (Also in communication to staff above)	Heads of School to continue to consider value for money/embed practice.	Heads of School to continue to consid value for money/embed practice.
Compliance (Ian McKee)	Heads of School asked				

o

o

o

o

o