

4-2021: Updated Finance Engagement Roadmap for Heads of Schools February to July 2021

Dear colleagues,

I wrote to you in November with a view to ensuring that Finance is available to support you throughout the remainder of the financial year.

Given the current circumstances we are postponing essential financial literacy and compliance activity that was planned for January until at least March to avoid any additional strain on staff. We will reassess the date February but the current view is as per the roadmap attached.

Our focus will be on supporting you and your staff in carrying out the essential priorities at this point in time, and to this end the Finance Service Desk remains staffed and ready to assist you and your staff with your finance-related queries (contact details below).

In the meantime, essential value for money and compliance requirements will be addressed as follows:

- x Á [oo u l]vP •µÆ À oµ (}Æ u}v Qnto the Budget and other key µ]o š processes and your Finance Business Partners will be working with you in this context, following an introductory workshop.
- x Á Á]oo ]Æ š oÇ %%%Æ} Z Z Z]P Z Anti-facilitation of taxZ À ] v š](] evasion/Criminal Finance Act training and will not ask you to nominate staff at this point.

z}µ[oo Æ ]À •] Pµ] š } anti-facilitation of tax evasion/Criminal Finance Act for your awareness in February. For information, the Value for Money Policy is

February.

Finally, for your information, the pilot mandatory finance induction sessions delivered by the Finance Service Desk since the Autumn have been well received and this will become a permanent requirement for new members of staff with financial responsibilities from now on. Existing staff may also attend as a refresher if they wish.

The Finance Service Desk can be contacted at [finance.servicedesk@sussex.ac.uk](mailto:finance.servicedesk@sussex.ac.uk) or by calling 01273 87(7172) between 8.30am and 5pm

Best regards,

Allan Spencer, Director of Finance

|                                                   | February | March <i>(Subject to review of timing)</i> | April | May | June | July |
|---------------------------------------------------|----------|--------------------------------------------|-------|-----|------|------|
| Financial Responsibilities and Financial Literacy |          |                                            |       |     |      |      |

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|------------------------------------------|--|--|--|--|--|--|
| Academic Time Survey                     |  |  |  |  |  |  |
| Global Mobility, Tax and Social Security |  |  |  |  |  |  |