

Finance Update for Directors of Professional Service and Heads of School

Dear Colleagues,

I am writing to you with -

- my annual reminder of the main responsibilities that attach to your position under the [Financial Regulations](#) and how the Finance Division will support you
- an update on training expectations
- text to communicate with all of your staff regarding their responsibilities.

I'm very grateful for your participation in our financial responsibilities self-assessment earlier this year. This indicated that we have a few areas of support to work on and I am always really pleased to

Of course, all new staff requiring finance systems access will only be allowed access to the system if they complete a mandatory induction - and we will also track their training compliance and notify you if there are any issues.

The year ahead

As usual I am attaching a link to the updated Finance engagement 'road map' setting out actions we will be asking you to take throughout the remainder of the financial year.

[Engagement Roadmap for Heads of School](#)

[Engagement Roadmap for Directors of Professional Services](#)

Summary of responsibilities under the Financial Regulations:

As a Head of School or Director of Professional Service your primary responsibilities over and above those of any member of staff can be found in the **attached table**. Please do take a few minutes to read over this.

Help and support:

I hope this has been helpful to you. Please don't hesitate to get in touch if my team or I can support you in any way.

The [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.

Finance Business Partners work principally to support senior staff, but you are also very welcome to 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, Finance Service Desk, Value for Money)

Best regards,

Allan Spencer, Director of Finance