Finance Division

FINANCIAL DELEGATION POLICY

1. OVERVIEW AND PURPOSE

1.1 This policy supports the Financial Regulations. It sets out the approach of the University in meeting the requirement of the Regulations with regards to delegations of financial authority and describes the means by which the principles of the Regulations should be applied in the day-to-day operations of the University.

1.2 The objectives of the policy are to ensure that:

- the requirements of the Financial Regulations are met
- there is clarity of responsibility
- financial delegations are transparent and appropriate
- staff are not unnecessarily overloaded with tasks or put into an inappropriate posiAic TJ * n1T Q q 0.0

Role	Responsibility
Vice Chancellor	Delegate financial authority to the Director of Finance as set out in the Council Scheme of Delegation.
Heads of School and Directors of Professional Services	May delegate some day-to-day financial management responsibilities to named individuals within their School or Service in accordance with the Financial Delegations Policy with the prior written approval of the Director of Finance.
Heads of School and Directors of Professional Service	Ensure any delegation is to a qualified individual with appropriate authority and to balance the need to delegate responsibilities to ensure the efficient and effective running of an area with any potential risk. Consider potential the delegation against the criteria set out in Appendix 3 Guidance to ensure effective financial delegation
Heads of School and Directors of Professional Service	Carry out an annual review of delegations to ensure they remain appropriate.

The Director of Finance defines and owns the procedure by which financial delegations can be requested and authorised. This may only be varied with the express written permission of the Director of Finance.

4.8 Facilitation of the exercise of delegated authority by the finance system

Wherever possible the finance system is configured to ensure that financial decision making is aligned to the delegation's framework and scheme of delegations. In this case the finance system will automatically workflow a transaction to the designated 'decision maker', usually a budgetholder or senior budgetholder depending on the type and value of the transaction and any potential conflict of interest.

Within the finance system responsibilities are delegated to

level 3 authorisers, attached to cost centers - Senior budgetholders, typically Heads of School, Directors of Professional Services and their se 0 0]nih2 Tm 0 g G [(typ.g 0 G g 0Tc[)-2(f

Appendix 1- Staff Delegation Framework

Head of School and Director of Professional Service Financial Control Responsibilities (over and above general responsibilities as a member of staff) *The Head of School or Director of Professional Service retains overall responsibility for the actions of the person to whom authority has been delegated*	Head of School or Director of Prof Service only No onward delegation or substitutio

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9.	Decide to fund the cost of team work based training events to a total maximum cost of £50 per head	Yes				No
	Tuition fees					
10.	Consult with the Director of Student Recruitment re individual fees	Yes				No
11.	Seek approval of procedures for the application of fee waivers and discounts	Yes				No
	Research, consultancy and other income					
12.	If acting as PI ensure that their line manager carries out '7' above	Yes				No
13.	Approve proposed consultancy activity of a member of staff in their School or Service	Yes				No
14.	Formally approve the terms of funding of successful bids for external funding	Yes				No
15.						

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	Head of School and Director of Professional Service Financial Control Responsibilities (over and above general responsibilities as a member of staff)	Head of School or Director of Prof Service only No onward delegation or substitution	Senior Budget Holders only (level 3)	Delegation to senior budget holders , budget holders and PIs (Level 3 and 2)	Delegation to all Budget Holders, PIs and requisitioners (level 3, 2 and 1)	Finance system facilitated
	Budgeting and financial management					
28.	Report significant departures from agreed budgets to the Director of Finance and take corrective action if necessary		Yes			No
29.	Assume devolved responsibility for the proper management, control and spending of any gift or donation as confirmed by Director of DARO		Yes			Yes
	Research, consultancy and other income					
	Ensure that externally funded work is appropriately priced with reference to the terms of funding, Full Economic Costing (FEC) principles, and University resources and provid written justification to the Director of Research and Enterprise prior to submission where they wish to price below full cost		Yes			No
	Purchasing and VFM					
	Be responsible for the purchasing arrangements in a School or Division and recommend the appropriate access to the Finance System for staff who undertake purchasing		Yes			No
	Be responsible for the oversight and management of supply contracts in their areas of responsibility unless alternatives have been agreed with the Director of Finance		Yes			Yes

Determine the appropriate number and distribution of purchasing cards and the

Approvepurchaseorder requisitionandinvoicesup to £50kprovidingUniversityterms and conditionsar

46.	Head of School and Director of Professional Service Financial Control Responsibilities (over and above responsibilities as a member of staff) The Head of School or Director of Professional Service retains overall responsibility for the actions of the person to whom authority has been delegated	HoS or DoPS only	Delegation to Senior Budget Holders Only (level 3)	Delegation to all budget holders and PIs (Level 3 and 2)	Delegation to all budget holders, PIs and requisitioners (level 3,2 and 1)	Finance system facilitated
	Purchasing and VFM					
47.	Consider whether to put in place their own procedures regarding the authorisation of expenses within the minimum controls set out in the purchasing policy			Yes		No

Authorise invoice < £10k which exceeds the purchase order value by £20 0 G [(p8315.5 3

Appendix 2 Finance Systems Facilitated Delegation Framework

Authorisation of PURCHASE ORDER REQUISITION within budget ς this also applies where a retrospective purchase order requisition is required						
Task/value	Requistioner	Level 1 authoriser ς in level 1 group NOT requisitioner	Level 2 - budget holder/PI	Level 3 - senior budget holder	Procurement	Director of Finance

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Authorisation of PURCHASE ORDER REQUISITION exceeding budget/not budgeted

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Authorisation of PURCHASE INVOICE exceeding authorised purchase order requisition by more than £20 (automatic authorisation

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All other claims	As above	As above	Confirms purchase is correctly coded Confirms policy and				

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Authorisation of

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- Individual transaction below £10k			meet objectives and correctly coded Confirms policy and process have been followed Confirms all information is included Authorises transaction for posting to subproject				
All other cardholders - Individual transaction £10k - £25k	As above	As above	Confirms purchase is necessary to meet objectives and correctly coded Confirms policy and process have been followed Confirms all information is included Recommend to decision maker	Authorises transaction for posting to subproject			

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