

INFORMATION TO FORWARD ON TO ALL STAFF IN YOUR AREA

You may have seen in the recent PS Essentials and/or Academic Update that all staff would receive a reminder of their responsibilities under the Financial Regulations.

This email is relevant to you even if you don't have any specific finance responsibilities; please read it with care and speak to your line manager or the Finance service Desk if there's anything you aren't sure about.

1. If you are a member of staff, or someone with a contractual relationship with the University, you need to comply with the University [Financial Regulations](#).

This means always acting in good faith and in the best interests of the University. In particular:

- considering Value for Money for students, the tax payer and wider society in decision making
- keeping the University's property secure and avoiding loss (including reporting suspected

Responsibility	How Finance will support you	Resources
Ensure Value for Money for students and the taxpayer		
Consider Value for Money for students, the tax payer and wider society in decision making.	Following University policy and guidance will support you in ensuring you meet this requirement.	Value for Money Policy
Use resources of all kinds efficiently and effectively (including our buildings, equipment, people, not just finances).	Following University policy and guidance will support you in ensuring you meet this requirement.	Value for Money Policy University expenditure on staff hospitality, travel, working away from base and subscriptions University expenditure re third parties (students, visitors, research participants, recruitment) Working with charities
Keep the University's property secure and avoid loss. NB you should always report suspected fraud through the proper process. Never attempt to investigate yourself.	You can refresh your awareness of fraud and what to do if you are concerned with our e-learning. The Finance Service Desk can support you in this.	Counter Fraud E-Learning Counter Fraud Policy Process for Raising Concerns Financial Irregularities Report
Act in good faith and in the best interests of the University		
Act in accordance with University standards of conduct. Comply with the Anti-Bribery Policy. Declare and avoid potential conflict of interest.	These policies and standards are owned by the Office of the General Counsel, Governance and Compliance.	Anti-Bribery Policy Avoidance of Other Forms of Conflict of Interest General Guidance: Principles of Public Life
Comply with the Financial Regulations and all policy and procedures stemming from them		
Ensure that you understand your responsibilities and seek training or guidance where required.	The Finance Service Desk will support you with queries and point you at further resources with regards to financial responsibilities.	

When travelling, make sure that you are fully insured and that travel arrangements are appropriate,

training and support and help with your queries.

[University expenditure re third parties \(students, visitors, research participants, recruitment\)](#)

Ensure Value for Money in the University's financial transactions, including research and other funds from third parties,

[Working with charities](#)

[Guide to getting Value for Money in day to day purchasing](#)

[Reminder of the insurance and purchasing requirements](#) around travel and working away

[Visual reminder](#) of what you need to consider when spending University funds

[Guide to managing a budget](#)