

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 fraud as soon as possible)
 - being efficient using all resources (including includes our buildings, equipment, and time)
 - taking care to follow university standards of conduct, policies and guidance
 - never giving or accepting any kind of hospitality or gift that has any risk of being misconstrued as a reward or an inducement, and always getting approval for anything with a value over £100
 - avoiding taking any part in decisions or transactions where there may be any possible conflict of interest.
2. If you have financial responsibilities (including purchasing with a University purchasing card or using the expenses process) you also need to:
 - follow the appropriate processes
 - ensure that purchases are appropriate and affordable
 - ensure that Value for Money is obtained. Remember that Value for Money doesn't necessarily mean the cheapest option.

If you authorise any financial transactions you are responsible for ensuring that requirements are met.

Guidance on how to achieve the above can be found by following these links:

- [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](#)
 - [Purchasing Goods and Services webpages](#)
3. Key Travel should be considered in the first instance for overseas travel including flights, accommodation and car hire, and for UK accommodation. If business need cannot be met, or a better value for money solution can be found, an alternative provider may be used. Guidance on using Key Travel and its benefits can be found on the [University Business Travel webpage](#). You can access the [Key Travel booking portal](#) and if you have any questions please contact the Finance Service Desk.

The University takes its duty of care to staff very seriously, and staff must arrange [University travel insurance](#) for all travel involving either an overseas trip or an overnight stay in the UK.

Those travelling overseas on University business must also complete a risk assessment which is part of our duty of care and helps to ensure all trips are safe and successful.

If you aren't clear on what these responsibilities mean for you, please see the further resources below and speak to your line manager to check your understanding.

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. The GCGC team will assist with anti-bribery, conflict of interests and corruption.	Contact the Finance Service Desk Financial Regulations Finance Policies and Procedures
Ensure Value for Money for students and the taxpayer in financial transactions		

<p>Follow the appropriate processes and ensure that purchases are appropriate and affordable.</p> <p>When travelling, make sure that you are fully insured and that travel arrangements are appropriate,</p> <p>Ensure Value for Money in the University's financial transactions, including research and other funds from third parties,</p>	<p>Financial policies and processes are designed to ensure Value for Money so please follow them.</p> <p>The Finance Service Desk will make sure you get the right training and support and help with your queries.</p>	<p>University expenditure on staff hospitality, travel, working away from base and subscriptions</p> <p>University expenditure re third parties (students, visitors, research participants, recruitment)</p> <p>Working with charities</p> <p>Guide to getting Value for Money in day to day purchasing</p> <p>Reminder of the insurance and purchasing requirements around travel and working away</p> <p>Visual reminder of what you need to consider when spending University funds</p> <p>Guide to managing a budget</p>
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A reminder of where to get help

The [Finance Service Desk](#) is always there for you to support any finance-related enquiry, including contact with the Insurance and Procurement teams.

Finance strongly recommends that all staff with financial responsibilities refresh their training every two years and will be pleased to organise a 30 minute on-line refresher for you individually or with a group of colleagues if that's more useful.

You can email them at financeservicedesk@sussex.ac.uk or call on 01273 87(7172).