Schedule of financial delegations

1.1   Council approves the income and expenditure budget for the Institution on the recommendation of Finance Committee and the Vice-Chancellor. This approval includes the resource allocation to Units.

1.2   The Head of Unit is the Budget Holder for income and expenditure budgets allocated to that Unit. The list of budget holders is appended to these financial delegations. As set out in the Financial Regulations the budget holder can delegate authority to incur expenditure within their budgets to a Delegated Budget Holder but remains accountable for the use of resources allocated to them.

1.3   Delegated Budget Holders may include, Heads of sub-Units, Principal Investigators for externally funded research projects, project leads for internally funded projects or other relevant staff. Expenditure and other approval limits are specified in these supplementary notes and are embedded in procurement and expenses systems.

1.4   The approval for new staff posts, recruitment to existing vacancies and any other change to existing staff contracts that have a financial impact require Budget Holder approval with no delegation. On implementation of the relevant modules of Success Factors this process will be managed through systems workflows prior to that date approvals are managed through the People Services Business Partners.

1.5   The financial authorities for approval to spend on goods and services is set out in the Procurement Policy. The authorisation of goods and services procured through the approved buying channels will be managed through systems workflows.

1.6   The claiming and authorisation of expenses will be managed through systems workflows. There will be retrospective sample checking to review compliance with policy.

1.7   Requests for payment that have not complied with defined process will require Budget Holder approval , with no delegation.

Budget Holders

Under the University's Statutes, the Vice-Chancellor has general responsibility to the Council and to the Senate 'for maintaining and promoting the efficiency and good order of the University'. All the University's budget holders at the first tier of responsibility either report directly to the Vice-Chancellor or to one of the officers who does so, and are accountable to the Vice-Chancellor for budgetary performance so that he/she can undertake this responsibility to the Council and to the Senate, including their delegations, as well as his/her responsibilities as accountable officer to regulatory bodies.

In the context of the financial management process and the roles and responsibilities within it, the definition of a **Head of Unit** refers to the University's organisational structure and represents the first tier of responsibility. It is the level to which Council delegate budget authority:

Head of Unit Budget Holders are:-

Executive Dean, Faculty of Arts and Social Sciences
Executive Dean, Faculty of Business and Law
Executive Dean, Faculty of Science, Technology Engineering and Mathematics
Executive Dean, Faculty of Wellbeing, Education and Language Studies
PVC Research Enterprise and Scholarship
PVC Students
University Secretary (For University Secretary's Office and the Vice-Chancellors Office)
Director, Academic Services
Director, Learner & Discovery Services
Chief Information Officer

Director, Vice-Chancellors Office (for Development Office)
Director, MarComms
Director Scotland
Director Wales
Director Northern Ireland
Group People Director
Director, Strategy Office
Chief Auditor
Chief Financial Officer (for Finance and Business Services)
Director, Business Development Unit,
Director, Estates,
Director, OUVP

In addition, budgets are also delegated to strategic change programme sponsors

Group People Director	AL Contract implementation
	People Services Transformation
Chief Financial Officer	Apprenticeships
	Finance Transformation
University Secretary	GDPR
Chief Information Officer	CSR
	Exams and Assignments
	Enterprise data Hub (Titan)
	Digital Technologies (test and Learn and Digital Student Experience)
PVC Students	Model Office

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