SHEFFIELD HALLAM UNIVERSITY

FINANCE DIRECTORATE
APRIL 2018

ABOUT US

The Finance team contributes significantly to the successful operation of the University by working in partnership with stakeholders to deliver continued financial sustainability. Using our knowledge of the University, we work at all levels across the organisation to assist in direction and target setting translating corporate and local ambitions into long term financial models and budgets to seek to optimise resource allocation, support excellent business decisions and allow the University's financial performance to be planned and tracked.

We prepare key University financial information including product costings and contribution analysis, budgets, forecasts, and financial statements. We monitor compliance with banking covenants. We also offer professional advice and recommendations to University staff to ensure we comply with statutory and regulatory financial requirements and achieve best value for money.

We provide quality transactional processing on payables and receivables to ensure the day-to-day operational effectiveness of the University. We ensure compliance around statutory returns and the internal control framework and manage the internal and external audit relationships. We also advise on tax efficient planning in alignment with the achievement of our financial goals. Our treasury function has the ultimate goal of managing the University's liquidity and mitigating its operational, financial and reputational risk.

We aim to provide value for money solutions to the University's capital investment decisions and manage the framework for operational buying. Our insurance related responsibilities safe guard the University and its people from financial risk.

We continuously identify and analyse areas for improvement with the aim of making us "easy to do business with". We have a reputation for providing high quality and engaging training and support solutions to maximise the effectiveness of change programs and systems upgrades.

Our experienced team is dedicated to ensuring the services we provide are efficient, effective and demonstrate value for money.

Our Mission

To be an engaged and motivated team, embedded within the business, which provides a link between Finance and stakeholders in order to ensure a full understanding of the financial position; identify risk and help facilitate and influence decision making in order to enable the most effective use of University resources.

Our Services

Financial Information and advice	Provide high quality and timely financial information and management accounting services to a range of stakeholders, including impartial trusted advice
Reporting, Budgeting and Forecasting	Produce accurate and timely monthly and year-end reports, annual budgets and forecasts and long term financial planning.
Business Partnering	We support the Faculty and Directorates Executives working as business partners to ensure informed decision making aligned to strategy and value for money objectives
Business Development	Undertake financial appraisal, costing and business risk assessment of new and revalidated provision and other business opportunities.
Contract Income	Manage the finances and support formal authorisations and governance with regards to contract income (e.g. DoH commissions, Teacher Education, Research).
Enabling Compliance	Ensure that transactions are recorded in accordance with financial regulations and allow meaningful reporting of management information.

Contact us for

Financial Information	Requests for Faculty/Directorate level financial information
Financial Appraisal	Costing and risk assessment of new and revalidated provision and other business opportunities.
Research Grants & Contracts	Support for costings, contract evaluation and monitoring
Projects and Capital	Support for corporate and estates projects
Financial Controls	Faculty & Directorate specific questions in relation to financial regulations, procedures, controls and risk.

Our Mission

To contribute to the financial sustainability of the University by providing analysis, insight and challenge to support corporate decision making. We provide integrated reporting of financial performance for internal and external stakeholders, and continue to develop improved ways of reporting in response to the changing environment.

Our Services

Financial Information	We provide corporate financial information which is reported to the University Senior Management and Governors, working with the Faculty and Directorate Finance Management Accounting teams to arrive at a consolidated University position. This includes in-year monitoring which feeds the University Performance Report and long term financial forecasting, working closely with Strategic Planning and Intelligence.
External Funding Body Returns	The team is also responsible for a number of external funding body returns including the Higher Education Finance Council for England (HEFCE) Annual Transparent Approach to Costing (TRAC) return, HEFCE Financial Forecasts, Higher Education Statistics Agency (HESA) Finance Statistics Return and supporting the financial elements of the Access Agreement returns to Office For Fair Access (OFFA).
Financial Analysis	Corporate Reporting also focus on financial analysis to ensure that the University understands the expected future impact of changes within the HE sector and of University initiatives. This includes analysis on changes to student numbers, pricing, discounts and bursaries and any other ad-hoc financial scenario modelling to assist senior management in making strategic decisions. The team provides support to the Pricing Executive Board, providing information, analysis and recommendations to support decisions made by this Board.

Contact us for

Financial Information	Requests for University level financial information
University Performance Report	Questions about the Finance section of the University Performance Report
The SHU Bursary offer	More information about the University's bursary offer and the financial impact of this.
Tuition Fee pricing and discounts	More information about which tuition fee discounts are currently approved, and to request approval for new discount proposals. To understand more about Tuition Fee pricing, and to request approval for changes to prices
TRAC, TAS or FEC	Questions in relation to the Annual TRAC return to HEFCE, Full Economic Costing principles or completion of the Time Allocation Survey (by academic staff).

Our Mission

To ensure compliance, integrity and provide expert advice to our stakeholders. We support financial sustainability through an effective treasury function.

Our Services

Financial Statements and Accounting	We ensure that the University's underlying accounting records are accurately maintained and the financial controls, policies/procedures and systems provide data integrity. We are also responsible for the balance sheet (fixed assets, cash, creditors etc.) and for reconciling control accounts (for payroll, suspense accounts etc.) We prepare the financial statements for the University and its subsidiaries.
Treasury Management	We are responsible for treasury management e.g. managing cash balances, investing surplus funds and preparing cash flow forecasts.
Tax	We are responsible for compliance with tax regulations and statutory reporting in relation to VAT, corporation tax, payroll taxes etc. and we lead on the provision of tax advice across all areas.
Audit	We work with the internal auditors on areas relating to financial accounting processes and systems and manage the relationship with the external auditors and the year-end audit process.

Contact us for

Tax advice	We can provide advice on potential tax implications of business opportunities, including VAT, corporation tax, overseas and personal tax.
Accounting advice	We can provide advice on the accounting treatment of transactions.
Financial statements	Questions about the University and subsidiary financial statements.

Our Mission

Together with stakeholders we provide procurement and insurance services to optimise value for money for the university to enhance the student experience

Our Services

Tendering	We manage the tender process, ensuring compliance with Public Contract Regulations. We lead on commercial negotiations and the execution of contract documents to ensure value for money is achieved.
Contract Management	Developing and maintaining effective supplier relationships. This includes positioning the University as customer of first choice for key suppliers through the promotion of good practice, sound ethics and the observance of agreed contractual obligations. Working with our stakeholders we monitor supplier performance against the resulting contract to confirm that the value gained from the tender is delivered.
Insurance	Providing efficient and effective management of the insurance portfolio to manage risks associated with the University's activities.

Contact us for

Contracted Suppliers Supply chain issues	We can help to resolve supply chain and contractual issues you have with contracted suppliers.
Training and Guidance	We will work with you to develop a framework of supply contracts and will happily provide training and guidance on procurement matters.
Insurance queries	We can help with queries relating to the University's insurance portfolio e.g. Business travel insurance, Employers liability insurance, Motor, Research and Property insurance.

Our Mission

We support and improve Finance related systems and processes and develop the people who use them. Using our expertise we give consistently high levels of customer service.

Our Services

IT, Service and Process Improvements	We are responsible for service, process and IT improvements in the Finance Directorate. We are leading on a program of work to ensure the effectiveness and efficiency of financial processes and systems across the Directorate. We manage the "interface" between Corporate IT and Finance ensuring joined up communications to provide a seamless service for our stakeholders.
Training and Support	We provide training and support for non-Financial stakeholders on our policies, procedures and systems interacting with colleagues over the phone, by email and face to face. There are currently over 1,100 users of the main Finance system alone, as well as a larger number of people using other corporate systems such as Core|Expenses.
Internal Communications	We are responsible for strategic communications planning as well as providing communications support and guidance to Finance colleagues. We also maintain the advice and guidance available via the Finance Intranet.
Office Support	Our Office Support function provides admin support to staff within the Directorate
Staff Engagement	The team lead on internally focussed projects around staff engagement for Finance and Planning to embed our mission, into our working lives and contribute to increased employee satisfaction, productivity, retention and performance.

Contact us for

Finance system support	We can help you with system queries about the e5 Purchasing and Authorisation Portal, Core Expenses, Purchase Card Reconciliation, and Travel Booking.
Authorisation queries	We can help you to identify who should authorise your expenditure and can assist with any related queries.
Finance Training	We offer training and development to University staff on a number of Finance systems and on the broader topics of financial awareness and control. These can be booked through the Core Portal. Bespoke development can also be designed and delivered on request.
Finance related projects	If you're considering undertaking a project that has a finance element to it please talk to us.

Purchase Ledger

Our Mission

Together we will support and provide a quality service to our stakeholders; making payments in a timely manner to contribute to, and enhance the University

Our Services

Making payments	We ensure that UK and International financial liabilities are discharged correctly, in a timely manner and are accurately accounted for within the purchase ledger.
Stakeholder support and advice	We provide a front line service offering support and advice to stakeholders for ad-hoc payments, bursaries, foreign payments, expenses and purchase Cards.
Internal controls and Authorisation	We monitor compliance with internal financial controls and check that all expenditure has been authorised in line with the Financial Regulations.

Contact us for

Purchase invoices	Please contact us for Supplier queries regarding payment
Expense claims	Queries regarding payment of expenses claims and compliance with the Expenses policy
Bursaries	Please contact us regarding payment queries for any bursary payments which are made by the University
Foreign Payments	We can help you with tracing payments made to foreign organisations and institutions and can assist with any foreign payment related queries.
Purchase Cards	We can help you with any issues regarding your purchase card.

Sales ledger

Our Mission
To ensure effective processing of income; contributing to financial sustainability through high quality interactions with stakeholders.

Our Services

Recovery	We are responsible for collecting all monies owed to the University for fees, research and commercial purposes. This includes the receipting and allocation of all payments received into the University's bank accounts.
Invoicing	We ensure that all income is correctly recorded in University systems. This includes any invoices or credit notes for either student fees, research or commercial purposes.
Online Store	We are responsible for running and supporting the University's online store, collecting income for various parts of the University where invoicing is not appropriate, and collecting data for departments to fulfil orders.

Contact us for

	Recovery
Ways to Pay and How to Pay	We can provide you with details of the different payment methods we accept and how to make payment to the University
Tracing income	Locating income that has been received by the University
Debt reporting	We provide debt reporting at all levels: university, faculty, directorate, by debtor and debtor type, country, etc.
	Invoicing
Raising invoices and/or credit notes for services provided	How to raise an invoice for services provided or what to do when you need to amend the charge already invoiced
Financial information relating to a student (for internal stakeholders)	We can confirm what has been invoiced, when the payments are due, what has been paid, any dialogue that has taken place with the student and their financial status
	Online Store
Product/Event Setup	Advice on format and positioning of your product/event/service, provide a form and guidance for submissions and set it up on the store, subject to approval.
Reporting Access	Set up user accounts for Product Owners/Event Organisers to run reports.
End-to-End Support	Continued support whilst bookings and sales are in progress, through to the end point, including any refunds, amendments or troubleshooting.