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**FINANCIAL PROCEDURES**

**Section 01 – Financial Procedures Scope**

**Approving Body:** Resources and Performance Committee

**Date of Approval:** February 2021

**Policy Owner:** Finance Management

**Last Review Date:** February 2021

**Next Review Date:** June 2022

**Section 1: FINANCIAL PROCEDURES SCOPE**

**1.** **Section 1: Financial Procedures Scope**

1.1. This document sets out the University's Financial Procedures and Related Policies and forms an appendix to the Financial Regulations. The Financial Regulations are also available from the Finance Department or via the Finance Department web pages http://www.aber.ac.uk/en/finance-office/. The Financial Procedures Handbook does not require formal Committee endorsement, but must be approved by the Executive.

1.2 Should there be an apparent conflict between the Regulations and the Procedures, the Regulations shall take precedence.

1.3 The Director of Finance and Corporate Service shall arrange for the Financial Procedures to be reviewed annually and for all proposed changes to be submitted to Executive for approval.

1.4. Accountable Budget Controllers and Senior Budget Managers

The responsibility of Accountable Budget Controllers (ABCs) and Senior Budget Managers for financial management is as indicated in the table below:

|  |  |  |
| --- | --- | --- |
| **Department** | **Senior Budget Manager** | **Accountable Budget Controller (ABC)** |
| Research, Business and Innovation | Director | Pro Vice Chancellor Research, Knowledge Exchange and Innovation |
| Research, Impact and Excellence | Director |
| Graduate School | Head of Department |
| Welsh Higher Education (Brussels Office) | Head of Office for Welsh Higher Education |
| International Office | Director | Pro Vice Chancellor Learning, Teaching and Student Experience |
| Marketing and Student Recruitment (inc Design and Print and Digital Content) | Director |
| Student Support and Careers Services | Director |
| Academic Registry | Academic Registrar |
| Centre for Widening Participation and Social Inclusion | Manager |
| Centre for Welsh Language Services | Manager | Director Welsh Language, Culture and External Engagement |
| Learn Welsh | Director |
| Development and Alumni Relations Office | Director |
| CAA Cymru | Manager |
| Lifelong Learning | Manager |
| Human Resources | Director | Director of Finance and Corporate Services |
| Estates (including Residences and Facilities) | Director |
| Information Services | Director |
| Planning Office | Director |
| Finance Office | Deputy Director |
| Commercial Services | Head of Commercial Services |
| History and Welsh History | Head of Department | Pro Vice Chancellor Faculty of Arts and Social Sciences |
| English and Creative Writing | Head of Department |
| Modern Languages | Head of Department |
| Welsh and Celtic Studies | Head of Department |
| Theatre, Film and Television Studies | Head of Department |
| Aberystwyth Law School | Head of Department |
| School of Education | Head of Department |
| International Politics | Head of Department |
| School of Art | Head of Department |
| International English Centre | Head of Department |
| Arts Centre | Director |
| Music Centre | Director |
| Computer Science | Head of Department | Pro Vice Chancellor Faculty of Business and Physical sciences |
| Mathematics | Head of Department |
| Physics | Head of Department |
| Aberystwyth Business School | Head of Department |
| Information Services | Head of Department |
| IBERS | Head of Department | Pro Vice Chancellor Faculty of Earth and Life Sciences |
| Department of Geography and Earth Sciences | Head of Department |
| Psychology | Head of Department |

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| 1.5. | Executive |  |  |
| For reference, the Executive’s reporting lines are: | |  |  |

|  |  |
| --- | --- |
| **The Executive** | **Reporting to** |
| Vice Chancellor | Chair of Council |
| Pro Vice Chancellor Research, Knowledge Exchange and Innovation | Vice Chancellor |
| Pro Vice Chancellor Learning, Teaching and Student Experience |
| Director Welsh Language, Culture and External Engagement |
| Director of Finance and Corporate Services |
| Pro Vice Chancellor Faculty of Arts and Social Sciences |
| Pro Vice Chancellor of Business and Physical Sciences |
| Pro Vice Chancellor Faculty of Earth and Life Sciences |
| Communications and Public Affairs |
| Director of Human Resources and Organisational Development |