



## **FINANCIAL PROCEDURES**

### **Section 01 – Financial Procedures Scope**

<b>Approving Body:</b>	Resources and Performance Committee
<b>Date of Approval:</b>	February 2021
<b>Policy Owner:</b>	Finance Management
<b>Last Review Date:</b>	February 2021
<b>Next Review Date:</b>	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	Pro Vice Chancellor Faculty of Arts and Social Sciences
History and Welsh History	Head of Department	
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	

### 1.5. Executive

For reference, the Executive's reporting lines are:

<b>The Executive</b>	<b>Reporting to</b>
Vice Chancellor	Chair of Council
Pro Vice Chancellor Research, Knowledge Exchange and Innovation 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	Vice Chancellor