

Financial Services

Finance Business Partnering

Providing financial support and advice to all Budget Managers in the Colleges and Professional Service budget centres.

Corporate Accounting

Manages corporate internal and external financial reporting which involves the production of annual budget, year-end accounts, and any short/long term forecasts for the University as a whole, including its subsidiaries.

Sub-teams cover financial accounting, subsidiary company accounting, costing & TRAC, capital, (non payroll) tax compliance and strategy and project support for monthly management accounts process.

Transaction Services

Payments

Payment of invoices for goods and services supplied to the University, money transfers and all foreign payment transactions.

Treasury Management Credit Control (TMCC)

Responsible for the credit control of the research, sundry and nursery billing ledgers.

Student Fees

Dealing with queries from students on fee payments and the Credit Control function for student fees and accommodation.

Income Processing

Raise sundry ledger invoices, manage the E-shop, reconcile all the income received across the University, arrange refunds to students.

Payroll

Responsible for the payment of salaries and wages, staff expenses, non-staff expenses, payments to casual workers, student scholarship payments and a pensioners payroll.

Pensions

Responsible for the administration of a number of pension schemes for staff.

Treasury

Responsible for investment of funds on a long, medium and short term basis.

Research Support Group

Provides support to academics for the preparation and approval of research contracts, financial administration of externally funded research grants and co-ordination of the ethical review process & research governance.

Research Finance

Provides pre-award and post-award financial support, including research costing and pricing, project account management and financial compliance.

Research Contracts

Reviews, negotiates and approves terms in financial and non-financial research contracts with external funders and other collaborators

Research Governance and Ethics

Manages the process for research sponsored by the University and administers the University's ethical review processes

European & International research support

Supports academic research funded activities outside the UK.

Proposal research support

Help academic staff develop their proposals to non-UK funders.

Project research support

Help academic staff with the delivery of their European projects.

External engagement

Manage the University Office in Brussels and key external relationships e.g. European Commission in-house labs.

FINANCE OFFICE

Description of areas

New Core

A business change programme to streamline the University admin processes for Finance, Payroll and HR including the replacement of systems in these areas.

Finance work stream

To deliver new, modern financial systems, and ensure that it leads to efficient processes and quality & timeliness of management information.

Payroll work stream

To deliver Oracle Fusion Payroll system, and ensure that our processes are optimized and statutory & employee responsibilities are discharged.

Systems

User support and training on the University's core financial systems.



Business Engagement

Developing academic-industry links and strategic business partnerships with the overall aim of generating positive reputation, impact and income.

Business Engagement Partnering

Developing relationships with commercial businesses for project collaboration.

Business Engagement Marketing

Raising the profile of the University's 'offer' to business through reputation and impact activities.

PROCUREMENT

including Hub and Insurance

Manages all major procurement tendering and contracting for the University, as well as insurance covers.

Procurement

Manages tendering and contracting operations as well as purchasing Cards, e-marketplace and e-auctions.

Procurement Hub

Processes all orders for Professional Services and coordinate requirements and review prices to identify savings and improved value opportunities.

Insurance

Manages the relationship with our mutual insurers (UMAL) including building cover, student and staff cover, vehicle cover and historical claims linked to asbestos etc.

Internal Audit

Provides independent assurance to the Audit Committee, Council and senior management as to the effectiveness of risk management and internal controls within the University.

Research and Innovation Services

Strategic Research Development

Supports academics to develop the highest quality research proposals leading to new knowledge, and manages mechanisms to translate that knowledge to stakeholders.

Strategic Projects & Partnerships

Specialist support to develop the major strategic research and knowledge exchange initiatives across campus.

College Research Support

Provides a 'one-stop shop' in each College for research proposal development (primarily to UK funders) including engagement funders, dissemination of opportunities and submission of bids.

Knowledge Exchange

Supports targeted knowledge exchange activities including institutional block grants, regional funded research, SME engagement and Knowledge Transfer Partnerships.

FINANCE OFFICE

Description of areas

Alta Innovations

Provides a full technology transfer service, business training, office and laboratory space.

Birmingham Research Park Ltd

The gateway for research commercialisation and collaboration with industry: site management and governance for professional services departments and commercial tenants. The BizzInn and the Birmingham BioHub® provide affordable office space, lab facilities and equipment in the Edgbaston Medical Quarter.

Intellectual Property Services

Helps academics become inventors: identifies, develops, protects and commercialises IP, negotiates agreements with industry.

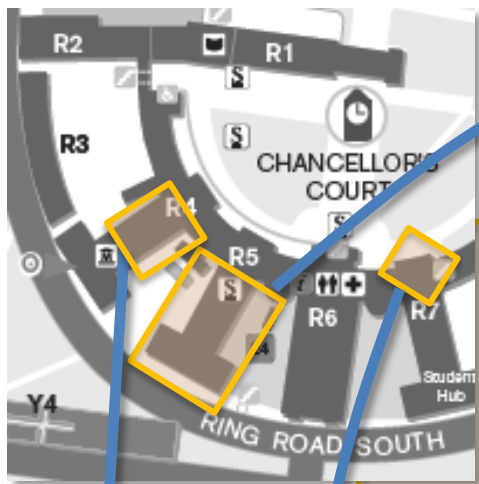
Enterprise Acceleration

Provides enterprise skills training and start-up incubation services to University staff and SMEs in the Birmingham area, through the BizzInn and the BioHub. Enterprise Acceleration also manages the University's portfolio of spin-outs, establishes spin-out companies, and works with researchers to develop viable, investment-ready business strategies.

Academic Consultancy Service

Represents academic consultants to industry: gets the best possible rates, handles legal and financial paperwork, and provides indemnity insurance.

FINANCE OFFICE team locations



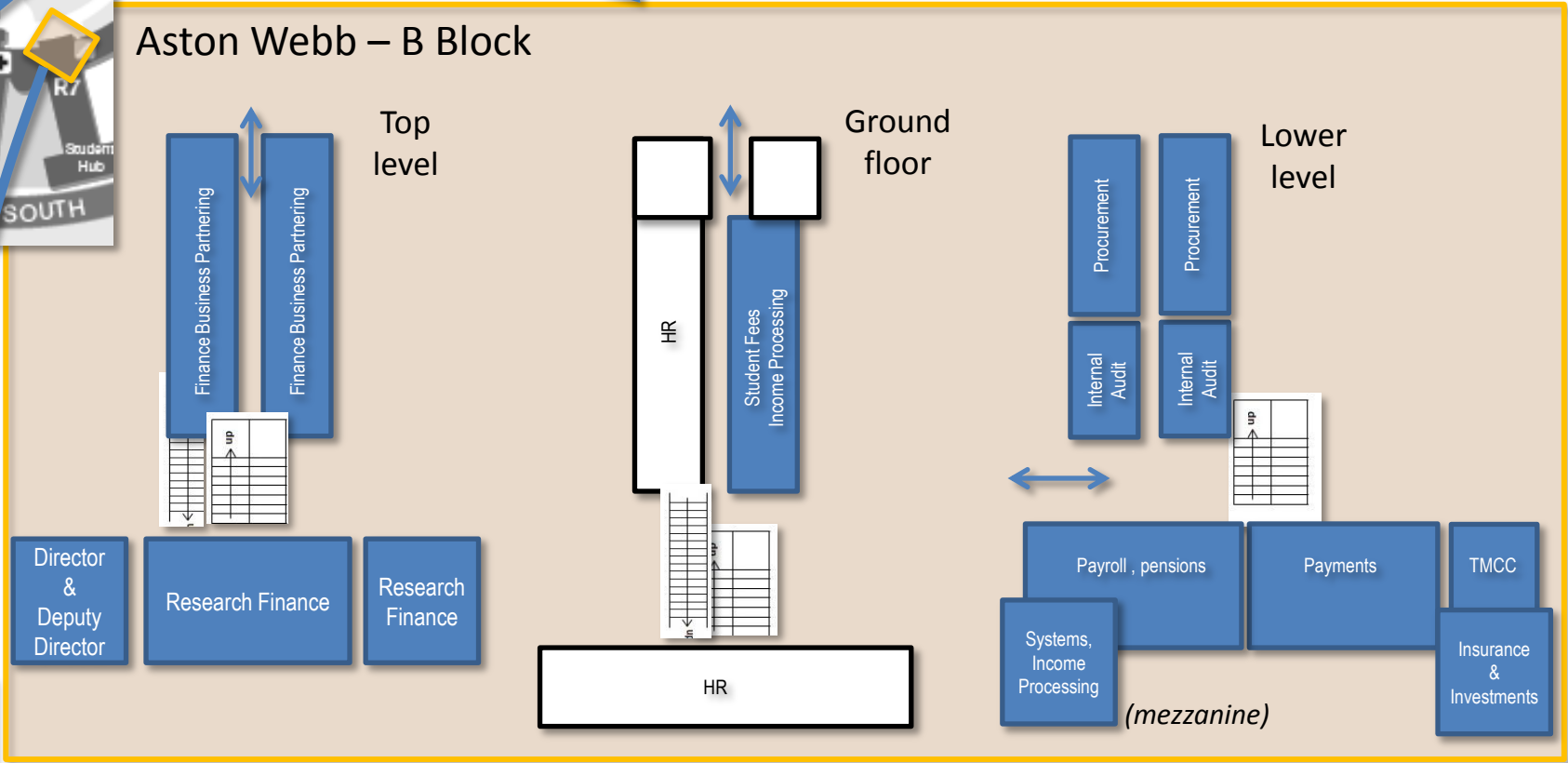
Aston Webb – B Block

Aston Webb A: Top level

- Corporate Finance

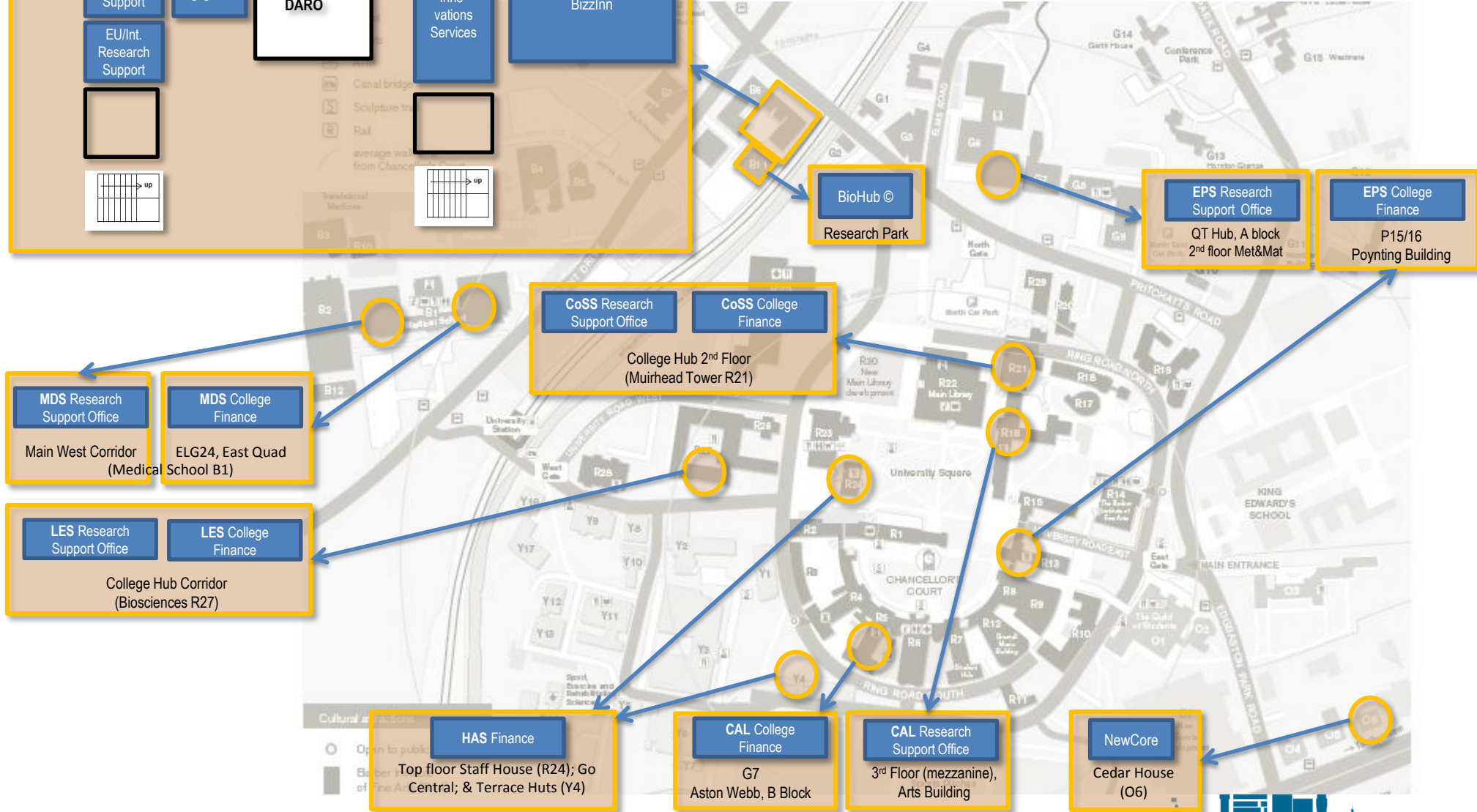
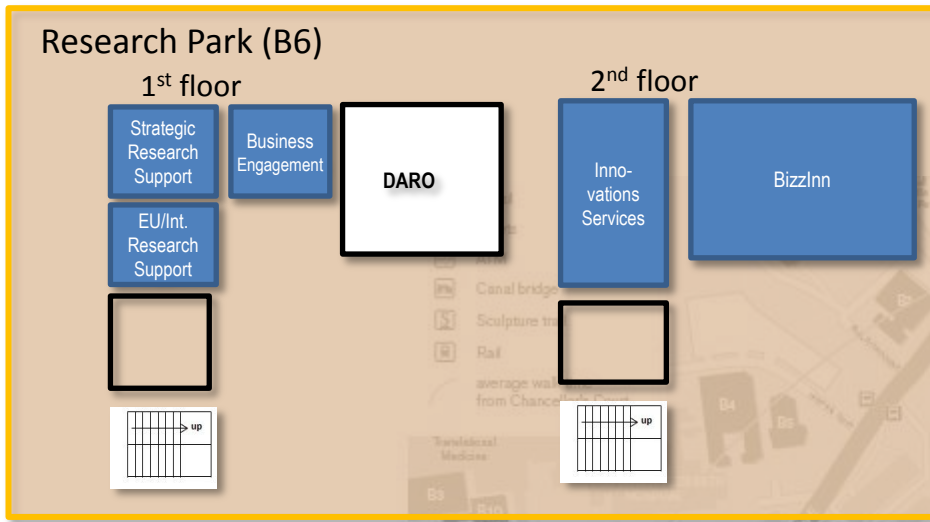
Aston Webb C Block: Dome

- Contracts, Ethics & Governance



not to scale

FINANCE OFFICE team locations



not to scale

