Financial Services

**Corporate Accounting**
Corporate Accounting maintain oversight of the Chart of Accounts, supporting the management of the Balance Sheet and production of the Annual Accounts. Financial oversight of the Capital Programme, subsidiary company accounting, costing & TRAC. Responsible for investment of funds and specialist Tax advice to the University.

**Transaction Services**
- **Accounts Payable** - 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.

**Procurement**
Manages all major tendering and contracting for the University, as well as insurance services and transactional buying activity.
- **Procurement**
  Manages tendering and contracting operations as well as purchasing cards, e-marketplace and e-auctions.
- **Buying Team**
  Processes all orders for all Professional Services and Colleges and coordinates requirements and reviews prices to identify savings and improved value opportunities.
- **Insurance**
  Manages the relationship with our insurers/cover providers to ensure we have protection in place to cover the risks exposed to the UoB, its students and staff. Types of cover in place include Property, Motor, Travel, Liability etc.

**Core Systems Optimisation Team**
*(from August 2019)*
- **Release Management**
  Mandatory quarterly patches and maintenance packs for software improvements and fixes
- **Continuous Service Improvement (CSI)**
  Optimising the build of Oracle Fusion
- **Ongoing user support and training**
  Guidance to help users become familiar with the new ways of working and gain the skills required to take full advantage of the features, capabilities and functions of the software
- **Overseeing the Managed Service contract**
  Leading the on-going relationship with the Managed Service Provider (MSP)

**Finance Business Partnering**
Provides strategic financial support and advice to the Colleges and Professional Service budget centres. This includes modelling the financial impact of decisions, support in developing business cases for investment and development of five year plans. The team will support College Boards through the Compact process working closely with HR and Strategic Planning colleagues as a joined up Professional Services team.

**Management Accounts**
Responsible for preparing management reports and accounts to provide accurate and timely financial information required for day to day decision making and in year forecasting. This includes responsibility for the integrity of the general ledger, providing financial support and guidance to budget managers and producing relevant management information across all Colleges and Professional Services.

**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.
University of Birmingham Enterprise

Provides intellectual property services, manages academic consultancy contracts, sets and manages up spin-outs and investment into them, provides enterprise training for academics, creates a space for innovation at the Birmingham Research Park.

**Intellectual Property Services**
We identify, develop, protect and commercialise IP, and negotiate agreements with industry. We also advise on copyright.

**Academic Consultancy Service**
Representing academic consultants to industry: get the best possible rates, handle legal & financial aspects, & provide indemnity insurance.

**Enterprise Acceleration Services**
Enterprise training to academics, staff and SMEs in the Birmingham area, and manage the University's portfolio of spin-out companies.

**Birmingham Research Park**
We provide a space for innovation which includes commercial office space, meeting and conference services, the BizzInn business incubator and the BioHub Birmingham®.

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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 Communications and Events**
Raising the profile of the University’s ‘offer’ to business through reputation and impact activities.

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Research Support Services

**Strategic Research Development**

**Strategic Projects & Partnerships**
Specialist support to develop major strategic research themes, large scale proposals, knowledge exchange initiatives and regionally-funded programmes.

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

**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**
Post-award financial support, including project account set up, management and closure, and compliance with funder reporting and audit requirements.

**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.

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FINANCE OFFICE

Description of areas

College Research Support and Grant set up

College Research Development teams
A ‘one-stop shop’ in each College for research proposal development & submission (primarily to UK funders) including funder engagement, dissemination of opportunities, development and review of funding applications, costing and submission of bids.

**Research Set-up and Support**
Support, guidance and training to PIs with all aspects of the set-up of new research awards and transfer of awards into the University.

**European & International Research Support**

**Research Proposal Support**
Specialist help for research proposals to non-UK funders, including dissemination, review, costing and budgeting, and submission.

**Project Delivery Support**
Help academic staff with the grant preparation and delivery of their European projects.

**External Research Development & Engagement**
Manage the University Office in Brussels and key external research relationships e.g. European Commission in-house labs.