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.

- **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.

**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.
## 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.

### 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.

### Entreprise 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. Entreprise 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.

### 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.

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### Finance Office

#### Description of areas

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