

## **Example terms of reference for a Financial Control and Compliance Group and a University Executive Board (Finance)**

Provided by University of Warwick

### **Financial Control and Compliance Group**

#### **What is the Financial Control and Compliance Group?**

The Financial Control and Compliance Group (FCCG) was established in January 2018 to undertake detailed scrutiny of University level quarterly financial reports, prior to consideration of the University's financial position by the Budget Steering Group (BSG). The FCCG provides assurance to the Executive Team on financial control and compliance.

#### **Membership**

The membership of the FCCG provides a breadth of perspective from qualified accountants, who have the expertise to scrutinise and challenge detailed financial data.

- Group Finance Director (Chair)
- Finance Director
- The Deputy Finance Directors
  - Group Accounting
  - Projects
  - Departmental Services Team
  - Campus and Commercial Services
- The Chief Finance Officers:
  - Warwick Manufacturing Group
  - Warwick Business School
  - Warwick Medical School
  - Estates Office
  - Campus and Commercial Services
  - Secretary

#### **Terms of Reference**

1. To scrutinise, on a quarterly basis, the University's financial performance and financial health, and to advise the Budget Steering Group on areas of material risk or concern.
2. To identify trends in performance and advise corrective action in response to actual or forecast variances, escalating to the Budget Steering Group as necessary.
3. To monitor financial control indicators, and to manage compliance risk.
4. To recommend operational targets for finance KPIs (eg. Debtor days) and monitor performance against these targets.
5. To identify improvements to systems, processes and reporting, and share best practice.
6. To identify potential cost savings and comment on the effectiveness of the *Simplify, Collaborate, Deliver* programme with regards to cost savings.
7. To develop clear and simple reports for the Budget Steering Group on key financial areas.

8. To consider financial reporting system developments with the objective to minimise the time spent preparing committee reports and management accounts.

## **University Executive Board (Finance) (previously Budget Steering Group)**

### **Membership**

- The Vice-Chancellor (Chair)
- The Registrar
- The Provost
- The Group Finance Director
- The Finance Director
- Commercial Director
- The Pro-Vice-Chancellors

The Treasurer may attend this committee at their discretion and will receive the papers for every meeting.

### **Terms of Reference**

1. To monitor on a quarterly basis the University's income and expenditure, balance sheet, cashflow, commitments and performance against grant
2. To recommend actions to the University Executive Board, as appropriate, to improve adverse variances and trends and take other mitigating actions as required.
3. To review the forward trajectory of the University's financial position and to ensure actions are taken to ensure the year end position is at budget.
4. To provide quarterly reports to the Finance and General Purposes Committee (FGPC) regarding the above.

The Group is chaired by the Vice Chancellor and reports to the Finance and General Purposes Committee (FGPC).

### **Reporting Structure**

The University Executive Board (Finance) reports to the [Finance and General Purposes Committee](#).

View a [diagrammatic representation of the Committee Structure](#).

### **Secretariat**

Secretary: Deputy Finance Director (Group Accounting)

Assistant Secretary: Assistant Registrar (Governance) / Administrative Officer (Governance) –

Papers for consideration by the University Executive Board (Finance) should be submitted two weeks in advance of the meeting at which they are to be considered.