# London South Bank University

| | PAPER NO:AC.11(12) |
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| **Committee:** | **Audit Committee** |
| **Date:** | **9 February 2012** |
| **Subject:** | **Finance Department Structure/succession planning** |
| **Author:** | **Richard Flatman, Executive Director of Finance** |
| **Executive sponsor:** | **Richard Flatman, Executive Director of Finance** |
| **Recommendation by the Executive:** | That the Committee notes the structure. |

**Executive summary**

Committee is asked to note the Finance Department structure as set out in the attached organisation chart.
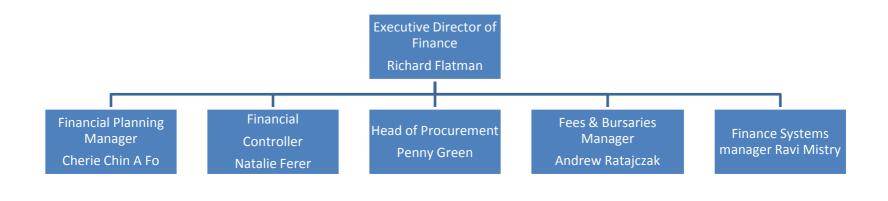
The structure and responsibilities of the department have not changed since the last report to Committee in February 2011. Key changes to personnel have taken place including the appointment of Natalie Ferer as Financial Controller. Penny Green has also just completed her first twelve months since appointment through internal progression to the position of Head of Procurement.

The Executive Director of Finance will give a verbal update at the meeting regarding the team and any succession planning issues.

| | Board/Committee | Date |
|---|---|---|
| Matter previously considered by: | Audit committee | February 2011 |
| Further approval required? | N/A | |

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| Communications – who should be made aware of the decision? | N/A |

**Finance Department**
**Structure at 9 February 2012**

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                          Executive Director of
                               Finance
                            Richard Flatman
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| Financial Planning Manager Cherie Chin A Fo | Financial Controller Natalie Ferer | Head of Procurement Penny Green | Fees & Bursaries Manager Andrew Ratajczak | Finance Systems manager Ravi Mistry |

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|---|---|---|---|---|
| •Business finance partners <br> •Annual budgets <br> •5 Year forecasts <br> •Scenario modelling <br> •Management accounts & forecasts <br> •Capital funding plans <br> •Cashflow forecasts <br> •Costing & pricing | •Financial accounting <br> •Payroll <br> •Accounts payable <br> •Expenses <br> •Cash office <br> •Credit control <br> •Invoicing <br> •Treasury <br> •Tax/VAT | •Procurement policy & strategy <br> •Competitive tenders <br> •Markets/supply chain improvements <br> •VfM <br> •Network developments <br> •Compliance <br> •Insurance | •Fees <br> •Bursaries <br> •Student loans <br> •Data input <br> •Enrolment/re-enrolment | •Agresso Financials <br> •Agresso Web requisitioning/reporting <br> •4Risk <br> •4Action <br> •Development-Systems, processes & controls <br> •Support <br> •Training |