

Table 9 - Executive Director, Finance & Administration

Area	Delegated Responsibility	Reporting Requirement
<p>1. General</p>	<p>To do all things necessary to implement the approved plans, principles and policies of the University in administration and, as the University's Chief Finance Officer (CFO), in finance. These delegations are, subject to the limitations listed below and recognising any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed administrative activity that is outside previously approved approaches should be discussed with the Deputy Vice-Chancellor (Academic) and Provost and authorised before any commitment is made.</p> <p>Act as Chair of the UTAS Critical Incident Management Team (CIMT) with the authority to:</p> <ul style="list-style-type: none"> ➤ activate the CIMT if any Critical Incident is of sufficient seriousness (at Level 3 - an incident with university wide impact); and ➤ take any reasonable actions necessary to manage the execution of the Critical Incident Management Plan during the course of the crisis, including, as required: <ul style="list-style-type: none"> ○ liaising with Campus Emergency Coordinators; ○ activating the Trauma Recovery Team; and ○ taking direction from State Emergency Services. 	<p>Any significant proposed administrative activity that is outside previously approved approaches should be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
<p>2. Financial*</p>	<p>Approving any operating or capital expenditure that is within the approved budget for which the position is responsible of less than \$0.5 million in total of budgeted, or \$250,000 of unbudgeted, expenditure, in conformity with established policies relating to such expenditure.</p> <p>As the University's CFO, within the categories identified below, approving any operating or capital expenditure that is within the approved budget for which the position is responsible and is less than \$1 million in total of budgeted, or \$250,000 of unbudgeted, expenditure, in conformity with established policies relating to such expenditure:</p> <ul style="list-style-type: none"> ➤ Administration ➤ General Institutional Services ➤ Capital Management Plan and Asset Management Plan <p>Approval for expenditure by the Vice-Chancellor or the Deputy Vice-Chancellor (Academic) and Provost for UTAS activities made through University business card or AMEX or for reimbursement to them of personal expenditure on UTAS activities.</p>	<p>Any item (or the total of related items) above \$150,000 is to be reported to the Vice-Chancellor if as the University's CFO, or to the Deputy Vice-Chancellor (Academic) and Provost if administrative.</p>
<p>3. Contracts* (other than staff employment contracts)</p>	<p>As the University's CFO, approving contracts, including building contracts, leases or financial arrangements after Legal Office review[#], if:</p> <ul style="list-style-type: none"> ➤ the contract falls within approved procurement and contracting principles; ➤ the contract commits less than \$1 million of budgeted, or \$250,000 of unbudgeted, expenditure over the life of the contract; ➤ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➤ the length of the commitment is less than three years[^]. <p>Research contracts and contracts with existing staff or related parties, and any payments associated with these are excluded.</p>	<p>Contracts with a total value in excess of \$0.5 million are to be reported to the next Council meeting.</p>

4. Employment and Remuneration	<p>Initiating staff appointment processes within the organisational unit for which the position is responsible, in conformity with established employment policies.</p> <p>Signing letters of appointment on behalf of the University*.</p> <p>Approving all travel for Heads of Sections and international travel for all other staff within the Division.**</p>	
5. External representation	<p>Speaking on behalf of the University, and representing the University's interests, on relevant matters relating to finance and administration.</p>	
<p>* This power is specific to the position and cannot be further delegated # Legal Office review of contracts is required if changes have been made to the terms and conditions of standard UTAS contracts, or if contracts drawn up by third parties are being used. ^ EDFFA approval of contracts for the lease of photocopiers or other standard office equipment can be for a period of up to four years. ** Further approvals are required for some types of international travel. Any travel to a country subject to a DFAT travel advisory (levels 4 and 5 only) warning must be approved by the Deputy Vice-Chancellor (Academic) and Provost. Any overseas travel for marketing or promotional purposes must be recommended by the Director, International Services. All staff below the level of Head of School or Section (or equivalent) must fly economy class when travelling. Requests to change the class of flight must be approved by either the Deputy Vice-Chancellor (Academic) and Provost or Executive Director, Finance & Administration.</p>		