**Faculty TRAC & Costing/FSR/Systems Lead**

**Terms of Reference for role**

1. To act as principle Faculty liaison on matters relating to Costing (including the University’s TRAC Return), FSR and Systems / reporting related issues.
2. To meet regularly in order to facilitate the requirements below with all meetings to be supported by an agenda. Likely meeting schedule:
   1. TRAC and Costing
      1. Spring – March/April, to review TRAC Head of School reports (2015 date – 21 April)
      2. Autumn – September/October, to go through TRAC information requirements (2015 date – 15 or 16 September)
      3. Winter – early December, to review draft TRAC results (2105 date – 9 December)
      4. Any additional meetings to be agreed as required
   2. FSR/Systems – every 4-8 weeks or as issues arise requiring discussion
3. To work with the Cost Accounting team to improve TRAC processes:
   1. Through regular review of TRAC results, faculty drivers and direct allocations;
   2. Through participation in TRAC review meetings in run up to submission of the annual TRAC return;
   3. Through assisting in co-ordination of costing miscellaneous activities within the Faculty
4. To promote TRAC, Costing and the FSR within the Faculty and help build credibility in resulting analysis;
5. To attend School Management Team meetings as required on TRAC, Costing and FSR related issues;
6. To help to improve FSR reporting by:
   1. Gaining and sharing knowledge about the nature of expenditure within the Faculty;
   2. Assisting with the establishment of a University-wide policy for FSR categorisation;
   3. Regular reviews of FSR details of newly set-up Activity Codes;
   4. Reviews of draft FSR submissions in the run-up to year end.
7. To be the point of contact within the Faculties for Systems and reporting related issues to include (but not limited to):
   1. Corporate Planner and Discoverer Plus;
   2. Identification of systems and report testers as and when required;
   3. Accounting queries related to Oracle financials, such as coding issues.
8. To help improve knowledge of Heads of School Finance
   1. Providing guidance as to how expenditure should be disclosed for the FSR;
   2. Understand the impact of how the activity code is set up has on University FSR return;
   3. To help in analysis of the results for each school based on TRAC;
   4. To aid in discussions with Heads of School on TRAC related data.