



SCHEDULE OF FINANCIAL DELEGATIONS OF AUTHORITY

Version: 01 December 2021

VICE-CHANCELLOR AND PRESIDENT

The Vice-Chancellor's financial delegation is established by Section 22 (4) (a) of the Governance, Academic and Student Affairs Statute 2013 under "Functions and powers of Vice-Chancellor", which reads:

Subject to University legislation and any resolution of the Council, the Vice-Chancellor may:

(a) within the limits and for the purposes expressed in the budget of the University (or outside those limits for other purposes, in an emergency) commit the funds of the University.

The commitment of funds outside the limits expressed in the budget of the University or for other purposes, under subsection 22 (4) (a), is to be reported by the Vice Chancellor to the next meeting of Council (refer subsection 22 (5) (a)).

ALL OTHER POSITIONS

Financial Delegations of Authority are delegated to specific positions. Holders of the positions listed in this Schedule Financial Delegations of Authority (the 'Schedule') are authorised to commit and/or make expenditure in accordance with the limits applied to their respective Band. Positions are fixed within Bands and commitment/expense limits are set within each Band, refer to: [Appendix A – Financial Delegation Limits \(Finance & Income Schedule\)](#). A guide to the positions within Bands is provided at [Appendix B](#). This Schedule has been prepared in accordance with University's [Delegations and Authorisations Policy](#). The limits set by each Band apply to each transaction approved, with transactions to be in accordance with the University Purchasing Policy and Procedures. Financial Delegations of Authority vary to accommodate:

- "with exception" delegation rights where appropriate for certain delegates as indicated in [Appendix A](#);
- special requirements to enable finance staff to perform the functions of their office;
- corporate credit card holder requirements;

Note:

- "J" after the Band number indicates the position has been provided with financial delegation of authority in order to process journals only.
- "X" after the Band number indicates the position has special "with exception" privileges which in some instances require a prior approval process e.g. approval from a committee.
- "**Credit Cardholders**" all positions holding a corporate credit cardholder are provided with financial delegation of authority for credit card expenditure only, and within the limits of their assigned Band (reference is made to [Appendix B](#)). The daily transaction limit of each cardholder shall not exceed the budgeted expenditure limit assigned to their respective Band. Positions holding a corporate credit card will not be listed in this document (due to the frequent changes to cardholders), a schedule listing the positions holding a credit card will be maintained separately by the credit card administrator.

If a position requires Financial Delegation, but is not listed in this Schedule, then completion of a '[Request to add/delete a Financial Delegation/Authorisation](#)' is required. As permitted under Section 26 (7) of the Victoria University Act 2010, the Vice Chancellor delegates authority to approve Financial Delegation of Authority Requests to these positions:

- Chief Financial Officer (CFO);
- Director, Strategic Financial Solutions; or
- Associate Director Strategic Capital Management

Pos No.	Position Title	BAND
<u>VICE-CHANCELLOR AND PRESIDENT</u>		
Office of the Vice-Chancellor & Executive Services		
10101P	Vice Chancellor	Band 1X
905186	Chief of Staff	Band 4
911359	Associate Director, Governance And Secretariat	Band 4
908568	Executive Coordinator	Band 5
<u>NEW TOP LEVEL STRUCTURE</u>		
907117	Deputy Vice-Chancellor, Vocational Education	Band 2
TBA	Deputy Vice-Chancellor, Higher Education	Band 2
914339	Deputy Vice-Chancellor, External Relations and Partnerships	Band 2
TBA	Chief Digital Officer	Band 2
TBA	Chief Financial Officer	Band 2
TBA	DVC, People and Organisation	Band 2
TBA	DVC, Research and Impact	Band 2
<u>PROVOST & DEPUTY VICE CHANCELLOR RESEARCH</u>		
Office Of The Senior Associate Provost		
909405	Senior Associate Provost (Interim) & Structure Transition Lead	Band 3
ACADEMIC & STUDENTS		
Office of the Deputy Provost Academic & Student Services		
911815	Interim Deputy Provost Students & Acad Services	Band 3X
<i>Students Office</i>		
912300	Director, Employability And Success	Band 3
<i>Employability & Success</i>		
913261	Senior Manager, Employability And Success	Band 4
<i>Library</i>		
G01072	Associate University Librarian Learning Resources, Technology & Infrastructure	Band 3
G01076	Associate University Librarian, Education & Research Services	Band 3
G36153	Manager, Libraries West	Band 5
16016G	Manager Libraries City	Band 5
G01084	Manager, Information Resources & Collection Services	Band 4
905257	Manager, Technical Services	Band 4
906917	Senior Technical Officer (Instrumentation)	Band 5
905718	Senior Technical Officer (Fire Safety & Civil Engineering)	Band 5
15708G	Collections And Datasets Librarian	Band 5
G00227	Research Services Librarian	Band 5
<i>Student Administration</i>		
904092	Director, Student Administration	Band 3
908537	Manager Admissions, Pathways & Scholarships	Band 4
908675	Manager Enrolments & Fees	Band 4
28003G	Senior Coordinator, Business Systems Configuration	Band 5
37306G	Senior Coordinator, Business Reporting	Band 5
<i>Student Services</i>		
904164	Director Student Services	Band 3
912950	Manager, Student Life & Leadership	Band 4
911134	Senior Manager Wellbeing Services	Band 4
908563	Senior Coordinator, Student Support & Advocacy	Band 5

SCHEDULE OF FINANCIAL DELEGATIONS OF AUTHORITY

Pos No.	Position Title	BAND
30605G	Senior Coordinator, Accessibility Services	Band 5
36116G	VUSU Executive Officer	Band 5
913784	Senior Student Engagement Officer - Events	Band 5
903560	Student Engagement Officer - VOLLIES	Band 6
911159	Senior Student Engagement Officer (Clubs)	Band 6
48234G	Student Engagement Officer - International	Band 6
Connected Learning		
909290	Director Connected Learning	Band 3
902924	Associate Director, Digital Learning Environments	Band 4
907178	Associate Director, Improving Learning And Teaching	Band 4
Academic Quality And Standards		
909588	Director Academic Quality And Standards	Band 3
INDIGENOUS		
Moondani Balluk		
57760A	Associate Provost Indigenous	Band 3
RESEARCH		
PVC Research Partnerships		
912600	Pro Vice Chancellor, Research Partnerships	Band 3X
Office For Researcher Training Quality & Integrity		
40703G	Dean, Graduate Research	Band 3
Research Services Office		
913752	Associate Provost Research Support & Development	Band 3X
40601D	Director Research Services	Band 3X
902363	Animal Facilities Operations Supervisor	Band 5
Institute of Sustainable Industries & Liveable Cities		
913738	Associate Provost Research Institutes & Centres	Band 3
914474	Executive Director Inst Of Sustainable & Liveable Cities	Band 3
911090	Deputy Director Institute for Sustainable Industries & Liveable Cities	Band 3
911628	Director Victoria Energy Policy Centre	Band 3
A00012	Professorial Research Fellow / Membrane Science	Band 4
905527	Principal Research Fellow	Band 4
907908	Principal Research Fellow	Band 4
912814	Research Officer	Band 4
911022	Executive Officer - Isilc	Band 5
57701A	Senior Lecturer, Youth Work	Band 5
COPS-Centre Of Policy Studies		
906253	Professor (Research) & Director COPS	Band 3
911392	Research Fellow - Urban Economic Modeller	Band 4
Institute For Health & Sport		
911036	Deputy Director Research Training Flagship Institute Ihes	Band 3
913665	Director, Co-Creating Community Capability	Band 3
910991	Executive Director, Institute For Health & Sport	Band 3
900359	Professor Sport Participation	Band 4
911025	Executive Officer, Flagship Research, ISHAL	Band 5
913085	Senior Administration Officer	Band 5
906669	Professor, Sports Analytics	Band 5
Centre For International Research On Edu Sys		

SCHEDULE OF FINANCIAL DELEGATIONS OF AUTHORITY

Pos No.	Position Title	BAND
906716	Centre Manager	Band 4
909485	Principal Research Fellow	Band 4
908793	Senior Research Fellow	Band 4
<i>Mitchell Institute For Health And Education Policy</i>		
913806	Director Mitch Inst Health And Ed Policy	Band 3
912348	Associate Professor Education Policy	Band 4
<i>Sir Zelman Cowen Centre</i>		
906269	Director, Sir Zelman Cowen Centre	Band 3
COLLEGES		
College Of Health & Biomedicine		
<i>Office of the Dean & Assistant Provost</i>		
903828	PVC & Dean, College Of Health & Biomedicine	Band 3
912452	Senior Manager Operations	Band 3
913096	Cluster Manager	Band 4
909878	Head Of Program Clinical Services	Band 4
909876	Head Of Program Medical Sciences	Band 4
College of Sport and Exercise Science		
A00456	Dean College Of Sport & Exercise Science	Band 3
901443	Manager Industry Community And Sport Engagement	Band 5
College Of Arts & Education		
909560	Assistant Provost & Dean, College Of Arts & Education	Band 3
57721A	Deputy Dean	Band 3
905082	Associate Professor	Band 4
905977	College Manager	Band 4
900320	Senior Partnerships Manager	Band 4
908085	Partnerships Projects Coordinator	Band 5
A00207	Senior Lecturer	Band 5
907534	Associate Professor	Band 5
905409	Senior Administrative Officer	Band 6
College of Engineering and Science		
903830	Dean - College Of Engineering & Science	Band 3
906050	College Manager	Band 4
909594	Lecturer In Civil Engineering	Band 4
College of Law and Justice		
903826	Dean College Law & Justice	Band 3
A00319	Professor	Band 4
First Year College		
910316	Professor And Dean, First Year College	Band 3
910533	Head of Operations	Band 3
911917	Ats-Outdoor Leadership	Band 5
Victoria University Business School		
913925	Head Of Vubs	Band 3
906019	College Manager	Band 4

DEPUTY VICE-CHANCELLOR VOCATIONAL EDUCATION & PATHWAYS

Office of the DVC Vocational Education & Pathways

907117	Deputy Vice-Chancellor Vocational Education	Band 2
910858	Senior Manager, Strategy, Commun & Engagement	Band 4

SCHEDULE OF FINANCIAL DELEGATIONS OF AUTHORITY

Pos No.	Position Title	BAND
910474	Executive Officer	Band 4
SUPPORT OPERATIONS		
Pro Vice Chancellor (Vocational Education And Pathways)		
911349	Pro Vice Chancellor (Vocational Education And Pathways)	Band 3
905990	Senior Manager Administration And Governance (VET)	Band 4
913910	General Manager, Industry & Growth	Band 4
SCHOOLS		
Wyndham Tech School		
912861	Director, Wyndham Tech School	Band 3
908301	General Manager Quality, Risk & Compliance	Band 4
912841	General Manager, Course Development and Design	Band 4
TAFE OPERATIONS		
College of Health, Community and Business		
907172	Dean, College Of Health, Community & Business	Band 3
912051	General Manager, Health	Band 4
907562	Manager, Hair Beauty And Massage	Band 4
912052	General Manager Community Services	Band 4
907567	Manager, Business Services	Band 4
907574	Manager Community Health	Band 5
College of Trades and Civil Engineering		
909501	Dean, College Of Trades & Civil Engineering	Band 3
913363	Apprenticeship And Industry Strategy Manager	Band 4
907563	Manager, Plumbing & Signs	Band 5
910132	Manager Electrical And Engineering	Band 4
909799	Manager Tourism, Hospitality & Sport	Band 4
913052	Manager - Trades, Werribee & Geelong	Band 4
PATHWAYS & GROWTH		
Industry and Growth		
913194	Executive Director, Industry And Growth	Band 3
907715	Manager, Marketing	Band 5
VU College		
907171	Dean, VU College	Band 3
909365	General Manager English	Band 4
21401T	Director Of Studies	Band 4
913343	General Manager, Education & Foundation Programs	Band 4
913418	Manager, Community Learning	Band 4
913417	Manager, Pathways And Learning Support	Band 4
907572	Manager Wmep	Band 4
901629	Manager, IT and Engineering Programs	Band 5
<u>SENIOR VICE-PRESIDENT & DEPUTY VICE CHANCELLOR GLOBAL</u>		
Office of the Senior Vice-President & Deputy Vice Chancellor Global		
G00367	Senior Vice-President Future Students & Planning	Band 2X
901325	Senior Executive Assistant	Band 5
MARKETING & ENGAGEMENT		
Office of the Vice-President & Future Students & Marketing		
913242	Pro Vice Chancellor (Future Students And Marketing)	Band 3X

Pos No.	Position Title	BAND
Engagement & Advancement		
913062	Executive Director Engagement & Advancement	Band 3
904245	Associate Director, Event Services	Band 4
G01148	Manager, Senior Stakeholder Relations	Band 4
G00121	Associate Director, Alumni And Development (Project)	Band 4
904015	Associate Director, Major Partnerships	Band 4
909038	Associate Director, Inclusion & Engagement	Band 4
Marketing & Communications		
G00042	Director Web Services	Band 3
911623	Director Brand & Marketing	Band 3
911110	Director Media And Corporate Communications	Band 3
911276	Director, Future Students	Band 3
912537	Associate Director, Marketing	Band 4
912705	Associate Director, Brand	Band 4
904995	Senior Manager, Corporate Communications And Social Media	Band 4
904841	Manager, Online Technical Development	Band 4
PARTNERED DELIVERY		
Victoria Business Confucius Institute		
913213	Director, Victoria Business Confucius Institute	Band 3
Transnational Education Partnerships (TNE)		
901116	Director Transnational Education Partnerships	Band 3
907386	Director Teaching And Learning	Band 3
904351	TNE Program Manager	Band 4
VU International		
48103G	Director, VU International	Band 3
48238G	Associate Director International Student Recruitment	Band 4
911013	Associate Director, International Relations	Band 4
913046	Regional Recruitment Manager	Band 4
48220G	Regional Recruitment Manager	Band 4
48226G	Regional Recruitment Manager	Band 4
VU Sydney		
906711	Campus Director & Principal, VU Sydney	Band 3
VU ONLINE		
Office of the CEO VU Online		
VUOnline01	Chief Executive Officer, VU Online	Band 3
913750	Contracts Manager - Vu Online	Band 4
<u>SENIOR VICE-PRESIDENT & DEPUTY VICE CHANCELLOR CORPORATE</u>		
RESOURCES & RISK		
Office Of The VP Resources And Risk		
908481	Vice-President Resources And Risk	Band 2X
911859	Project Director: VU City West	Band 3
910153	Program Manager Major Projects	Band 4
<i>Precinct</i>		
912999	Executive Director, Precincts and Government Relations	Band 3
907443	Director, Precincts Strategy & Communities	Band 3
Facilities		
25101E	Executive Director, Facilities	Band 3X

SCHEDULE OF FINANCIAL DELEGATIONS OF AUTHORITY

Pos No.	Position Title	BAND
25105G	Director, Operational Planning & Asset Management	Band 3
G00274	Director, Capital Program & Master Planning	Band 4
911669	Director, Property And Assets	Band 3
G00193	Manager Facilities	Band 4
G00151	Manager, Facilities	Band 4
G00081	Manager, Operations	Band 4
25123G	Manager Security	Band 4
911458	Manager Risk Reporting and Business Process	Band 4
G00070	Space Planning Project Manager	Band 4
G00132	Manager Engineering Services	Band 4
910829	Contracts And Compliance Coordinator	Band 5
G00071	Services Engineer (Mechanical)	Band 5
G00073	Services Engineer (Electrical)	Band 5
910165	Parking Coordinator	Band 5
910167	Senior Facilities Services Officer	Band 6
910700	Facilities Officer	Band 6
908638	Administrative Officer	Band 6
912079	Facilities officer	Band 6
901396	Assistant Facilities Officer	Band 6
Information Technology Services (ITS)		
903282	Executive Director, IT Services	Band 3X
909437	Director It Applications	Band 3
909810	Program Director	Band 3
909018	Director, Pmo	Band 3
909435	Director Cybersecurity & Digital Networks (Ciso)	Band 3
912128	Strategy & Architecture - Lead	Band 3
14406G	Digital Network And Communication Services Manager	Band 4
907046	Infrastructure Services Manager	Band 4
901057	Development Manager	Band 4
911507	Portfolio Manager, Stud Admin And Serv	Band 4
911475	Lead Test Manager	Band 4
907044	Customer Engagement Manager	Band 4
Legal Services		
911380	Head Of Legal Services	Band 3
G00498	Manager, Records & Archives Services	Band 4
G01054	Senior Manager, Integrity And Safer Community	Band 4
Risk & Compliance		
913889	Director, Risk & Compliance	Band 3
PEOPLE & CULTURE		
Office of the VP People & Culture		
909647	Vice President People And Culture	Band 2
911465	Director, People Partnerships	Band 3
911467	Senior Manager, Health Safety & Wellbeing	Band 4
911468	Senior Manager, Hr Systems And Payroll	Band 4
G00145	Senior Manager Workplace Relations	Band 4
913053	Senior Manager, Capability & Culture	Band 4
913954	Manager, P&C Business Partners	Band 4

SCHEDULE OF FINANCIAL DELEGATIONS OF AUTHORITY

Pos No.	Position Title	BAND
906677	Manager Payroll & Employee Entitlements	Band 4
900457	P&C Systems Lead	Band 5
913882	Senior Co-ordinator, Recruitment and Reward	Band 5
TRANSFORMATION & DATA		
Data Insights		
911438	Director Data Insights	Band 3
University Transformation Office		
909405	Pro Vice-Chancellor (Associate) University Transformation	Band 3
FINANCE SERVICES		
<i>Office of the CFO</i>		
912608	Chief Financial Officer	Band 2
Commercial Services		
<i>AVID Australia</i>		
902123	National Director Avid Australia	Band 3
908943	Project & Administrative Co-Ordinator	Band 5
<i>Childrens Services</i>		
35717W	Coordinator Children's Centre	Band 5
35709W	Coordinator Children's Centre	Band 5
<i>Sport & Health</i>		
38405G	Director, Vu Sport	Band 4
38418G	Sports Facilities Manager	Band 5
38406G	Sports Services Manager	Band 5
901228	Sports Facilities Coordinator	Band 5
38409G	Sport Facilities Coordinator	Band 5
905270	Sports Facilities Coordinator St Albans & Werribee	Band 5
902682	Community Engagement Coordinator	Band 5
912133	Operations Officer	Band 5
Finance Operations		
<i>Finance Business Services</i>		
910399	Director, Finance Business Services	Band 3X
910628	Finance Business Partner	Band 4X
910748	Finance Business Partner	Band 4X
912271	Finance Business Partner	Band 4X
910651	Finance Business Partner	Band 4X
910686	Finance Business Partner	Band 4X
910748	Finance Business Partner	Band 4X
910648	Finance Business Partner	Band 4X
<i>Planning & Reporting Team</i>		
910688	Finance Manager, Planning & Reporting	Band 4X
910626	Senior Finance Analyst, Planning & Reporting	Band 5
910633	Finance Analyst, Planning & Reporting	Band 5
910630	Finance Analyst	Band 5
<i>Operational Accounting Team</i>		
910622	Team Leader, Operational Accounting	Band 5
910623	Finance Officer, Operational Accounting	Band 6
910792	Finance Officer, Operational Accounting	Band 6
910757	Finance Officer, Operational Accounting	Band 6
910791	Finance Officer, Operational Accounting	Band 6

SCHEDULE OF FINANCIAL DELEGATIONS OF AUTHORITY

Pos No.	Position Title	BAND
<i>Corporate Finance Services</i>		
908378	Associate Director, Corporate Finance Services	Band 4X
908506	Manager, Corporate Finance Services	Band 4
912027	Taxation And Financial Accountant	Band 5J
905176	Credit Controller	Band 5J
911723	Corporate Accountant	Band 5J
32220G	Bank Reconciliation Officer	Band 6J
<i>Strategic Capital Management</i>		
907971	Associate Director, Strategic Capital Management	Band 4X
32201G	Asset Controller	Band 5X
<i>Strategic Financial Solutions</i>		
32235G	Director, Strategic Financial Solutions (Sys & Proc)	Band 3X
909468	Manager, Finance Systems	Band 4
G00796	Financial Systems Analysts	Band 5J
32209G	Senior Payables Officer	Band 6J
<i>Strategic Procurement & Business Operations</i>		
909794	Director, Strategic Procurement	Band 3X
905007	Procurement Hub Manager	Band 4

APPENDIX A - FINANCIAL DELEGATION LIMITS – (FINANCE & INCOME SCHEDULE)

Authorisation Category	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6
Budgeted Expenditure ^{(1) (8)}	Unlimited within budget	<p>\$150,000</p> <p>Exceptions:</p> <ul style="list-style-type: none"> ➤ \$500,000 <ul style="list-style-type: none"> - Chief Financial Officer (CFO) - VP Resources & Risk ➤ 2,000,000 VU Online POs only: <ul style="list-style-type: none"> - Deputy Provost Students <p>Where endorsed by either the Chancellor, Vice Chancellor, FIC or CARC:</p> <ul style="list-style-type: none"> ➤ \$5,000,000 <ul style="list-style-type: none"> - CFO - VP Resources & Risk <p>Where pre-approved by either the Chancellor, Vice Chancellor, FIC, or CARC:</p> <ul style="list-style-type: none"> ➤ Unlimited within budget: <ul style="list-style-type: none"> - CFO - VP Resources & Risk 	<p>\$75,000</p> <p>Exceptions:</p> <ul style="list-style-type: none"> ➤ \$150,000 <ul style="list-style-type: none"> - Associate Provost Students - PVC Research & Partnerships - PVC Future Students and Marketing ➤ \$150,000 Purchase Orders (PO) only for: <ul style="list-style-type: none"> - Executive Director Facilities - Director Strategic Procurement ➤ \$250,000 IT POs only for: <ul style="list-style-type: none"> - Executive Director – IT Services <p>Where endorsed by either the Chancellor, Vice Chancellor FIC or CARC:</p> <ul style="list-style-type: none"> ➤ \$2,500,000 <ul style="list-style-type: none"> - Deputy CFO - Director Strategic Financial Solutions <p>Where pre-approved by either the Chancellor, Vice Chancellor, FIC, or CARC:</p> <ul style="list-style-type: none"> ➤ \$5,000,000 <ul style="list-style-type: none"> - Deputy CFO - Director Strategic Financial Solutions 	\$30,000	\$5,000	\$1,000
Non-Budgeted Expenditure ⁽¹⁾	<p>\$500,000</p> <p>Exceptions: Where endorsed or pre-approved by either the Chancellor, Chair of FIC, Chair of CARC, or Deputy Chancellor:</p> <ul style="list-style-type: none"> ➤ Unlimited 	<p>Not authorised</p> <p>Exceptions:</p> <p>Where endorsed by either the Chancellor, Chair of FIC or Chair of CARC:</p> <ul style="list-style-type: none"> ➤ \$5,000,000 <ul style="list-style-type: none"> - CFO - VP Resources & Risk <p>Where pre-approved by either the Chancellor, FIC, or CARC:</p> <ul style="list-style-type: none"> ➤ Unlimited <ul style="list-style-type: none"> - SVP & DVC Corporate - VP Resources & Risk 	<p>Not authorised</p> <p>Exceptions:</p> <p>Where endorsed by either the Chancellor, Vice Chancellor, FIC, or CARC:</p> <ul style="list-style-type: none"> ➤ \$250,000 <ul style="list-style-type: none"> - Deputy CFO - Dir Strategic Financial Solutions <p>Where pre-approved by either the Chancellor, FIC, or CARC:</p> <ul style="list-style-type: none"> ➤ \$5,000,000 <ul style="list-style-type: none"> - Deputy CFO - Dir Strategic Financial Solutions 	Not authorised	Not authorised	Not authorised
Contracts, & MOU's ⁽¹⁾	See Budgeted Expenditure and Non-Budgeted Expenditure above and Note (1) below, excluding "Research Funding Contracts"					

APPENDIX A - FINANCIAL DELEGATION LIMITS – (FINANCE & INCOME SCHEDULE)

Authorisation Category	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6
Research Funding Contracts	Unlimited within budget	Not authorised Exceptions: ➤ \$200,000 - PVC Research Partnerships ➤ \$500,000 - DVC Research - CFO, where endorsed by PVC Research Partnerships	Not authorised Exceptions: ➤ -\$150,000 - Associate Provost Research Support & Development ➤ \$500,000 - Associate Provost Research Institutes & Centres	Not authorised	Not authorised	Not authorised
Asset sale, disposal or write-off ⁽²⁾	\$5,000,000 Greater than \$5m requires FIC approval	\$150,000 Exceptions: ➤ \$500,000 - CFO - VP Resources & Risk	\$75,000 Exceptions: ➤ \$150,000 - Executive Director Facilities	Not authorised Exception: ➤ \$30,000 - Finance Managers, Business Managers, Business Partners	Not authorised Exception: ➤ \$5,000 - Asset Controller	Not authorised Exception: ➤ \$5,000 - Asset Mgt Officer
Debtor Invoices	Unlimited	\$2,000,000 Exceptions: ➤ \$5,000,000 - CFO - VP Resources & Risk	\$1,000,000 Exceptions: ➤ \$2,000,000 - Deputy CFO - Dir Strategic Financial Solutions	\$500,000	\$50,000	Not authorised
Debtor Credit Notes ⁽³⁾	\$500	\$500 Exceptions: ➤ \$5,000,000 - CFO - VP Resources & Risk ➤ \$1,000,000 - SVP & DVC Global	\$500 Exceptions: ➤ \$1,000,000 - Deputy CFO - Dir Strategic Financial Solutions	\$500 Exceptions: ➤ \$50,000 - Assc Director Corporate Finance Services	\$500	Not authorised
Bad Debt Write-offs ⁽⁴⁾ (Individual)	\$500,000	Not authorised Exceptions: ➤ \$500,000 - CFO	Not authorised Exceptions: ➤ \$30,000 - Deputy CFO	Not authorised Exceptions: ➤ \$5,000 - Assc Director Corporate Finance Services	Not authorised	Not authorised
Bad Debt Write-offs ⁽⁴⁾ (Bulk)	\$1,000,000 Greater than \$1m requires FIC approval	Not authorised Exceptions: ➤ \$500,000 - CFO	Not authorised Exceptions: ➤ \$75,000 - Deputy CFO	Not authorised Exceptions: ➤ \$30,000 - Assc Director Corporate Finance Services	Not authorised	Not authorised
Bank Accounts, Investments ⁽⁵⁾	Not authorised	Not authorised Exceptions: - CFO - - VP Resources & Risk	Not authorised Exceptions: - Deputy CFO - Finance Directors	Not authorised Exception: (Investments only) - Assc Director Corporate Finance Services - Assoc Director Strategic Capital Management	Not authorised	Not authorised

APPENDIX A - FINANCIAL DELEGATION LIMITS – (FINANCE & INCOME SCHEDULE)

Authorisation Category	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6
Finance Journals ⁽⁶⁾	Not authorised	Not authorised Exception: \$250M CFO	Not authorised Exception: \$100M Finance Directors, & Deputy CFO \$20M Director People & Partnerships	Not authorised Exception: \$50M Finance Assoc Directors, Finance Managers, Business Managers, Finance Business Partners	Not authorised Exception: \$50M Finance Systems Analyst, Accountant	Not authorised Exception: \$10M Payables or Receivables Officers

NOTES:

- (1) Values greater than Band 1 must be approved by the University Council or other authority as indicated. The commitment of funds outside the limits expressed in the budget of the University or for other purposes in an emergency, under subsection 22 (4) (a) of GASA Statute 2013, is to be reported by the Vice Chancellor to the next meeting of Council, as per subsection 22 (5). Committing to Budgeted Expenditure and/or Non-budgeted Expenditure includes entering into commercial contracts or Memorandums of Understanding (MOUs). The Financial Delegation limit is the total estimated expenditure commitment under the contract or MOU over the full term of the agreement e.g. if a contract is for an estimated \$250k per annum over three years, the total estimated contracted commitment is \$750k.
- (2) An asset is an item which is recorded in the University's asset registers. When the asset is no longer required it may be sold or scrapped. The value used is the current market value of the asset.
- (3) Debtor credit notes may be raised where an error has been made on a VU invoice provided to a debtor. The credit note will either reduce the value owing against the invoice or completely offset the invoice.
- (4) Bad debts arise where monies are owing to the University. Every reasonable attempt has been made to recover the monies but without success.
- (5) Bank accounts & investments may be opened, closed, transferred or otherwise managed by the delegates noted above, but must be in accordance with applicable VU Bank Accounts / Investments policy & procedures.
- (6) These accounting journal limits for authorised Finance staff in order for them to perform the functions of their office e.g. processing accounting journal entries and supplier payments, etc
- (7) Abbreviations:
 FIC = Finance & Investment Committee
 CARC = Compliance Audit & Risk Committee
 POs = Purchase Orders
- (8) VU Online Pty Ltd: VU Online is a wholly owned subsidiary of Victoria University and has adopted the same Financial Delegations of framework of the University. In addition the following applies to VU Online's Financial Delegations as exceptions/endorsements:
 - a. The VU position of 'CFO' has VC approval/endorsement to "approve Purchase Orders only, for up to \$2,800,000", to facilitate VU to pay VU Online their share of agreed revenue; and
 - b. The VU position of 'Deputy Provost Students & Academic Services (previously titled DVC Academic and Students') which also occupies a directorship position with VU Online Pty Ltd, has VC approval/endorsement to "approve VU Online Pty Ltd's Purchase Orders only, for up to \$2,000,000", to facilitate VU Online to pay its third party service provider their share of agreed revenue.

APPENDIX B - GUIDE TO POSITIONS WITHIN FINANCE BANDS

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6
<p><i>The financial delegation of authority may be applied to the position within a Band only where the position holders manager or other higher authority have recommended the delegation and it has been approved by the Vice Chancellor (VC) or a delegate authorised by the VC to approve such requests.</i></p> <p><i>The levels of financial delegation are set and may not be varied. Positions within bands are fixed and may not be varied.</i></p>	Vice-Chancellor	Provost	Pro Vice-Chancellor (PVC) <i>(Direct report to Band 2 only)</i>	Academic Leader	Senior Executive Officer	Administration Officer
		Deputy Vice-Chancellor (DVC)	Deputy Vice-President (DVP)	Associate Dean	Coordinator / Facilitator	Administrator
		Pro Vice-Chancellor (PVC) <i>(Direct report to Band 1)</i>	Executive Director	Associate Director	Facilities Officer	Executive Assistant
		Vice-President (VP)	Director	Associate Librarian	Finance Officer / Accountant	Executive Officer
		Chief Financial Officer (CFO)	Dean	Professor	Senior Educator / Lecturer	Librarian
		Chief Operating Officer (COO)	Deputy Director	Associate Professor	Team Leader	Clerical Officer
		Chief Digital Officer (CDO)	Deputy Dean	General Manager	Strategy leader	Personal Assistant
			Senior Lawyer	Manager <i>(other than Sports & Education Manager)</i>	Supervisor	Advisory Officer
			University Librarian	Researcher	Maintenance Officer	Receivables Officer
			Associate Provost	Senior Advisor	Senior Librarian	Payables Officer
			Assistant Provost	Senior Executive Officer - Office of the Vice-Chancellor	Strategy Leader	University Archivist
				Business Partner <i>(Finance Services positions only)</i>	Senior Officer	
				Lead Finance Officer	Education Manager	
					Events Officer	
					Advisor	
					Teacher / Lecturer / Academic	
				Sports Manager		
				Asset Controller		

The position titles referred to in the above table are mostly generic in nature and intended to indicate which band a position falls within. These bands and the positions within them were set by the Senior Executive Group and approved by the Vice-Chancellor and may not be varied.