

System of Internal Control – Current Roles and Responsibilities

The current roles and responsibilities relating to (i) management of the system of internal control, (ii) the Governing Authority Review of Internal Control and (iii) executing the formal reporting requirements to the Higher Education Authority as set out in the Code of Governance for Irish Universities 2019 are set out below.

Following a Benchmarking Review conducted in 2022, recommendations to enhance further the effectiveness of the University’s control framework will be implemented in 2023.

R (Responsible)	A (Accountable)	A/R (Accountable & Resonsible)	C (Consulted)	I (Informed)
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Process, including activities	Heads of Area (College/Schools/Professional Service Units)	Each individual UMT Member	Office of the Secretary for Governance and Academic Affairs Director of Governance	Bursar’s Office Director of Financial Accounting	Internal Audit Unit	UMT	Audit & Risk Committee	Governing Authority
Ensuring that controls are in operation at local level	R	A						
Recording and addressing any breaches in control at local level	R	A						
Overseeing local management’s work in ensuring controls and monitoring are in operation		A/R						
Ensuring any breaches are recorded and addressed		A/R						
Managing the process of compiling the University’s Annual Governance Statement (AGS), including the Statement on the System			A/R					

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of Internal Control, in coordination with key offices.								
Co-ordinate distribution of on internal controls declaration to all UMT members to feed into finalisation of the Statement on the System of Internal Control			A/R					
Completion of internal controls declaration and return to Office of the Secretary for Governance & Academic Affairs		A/R						
Liaising with the Director of Financial Accounting to confirm the Statement of Internal Control for inclusion in the Financial Statements			A/R	C				
Finalisation of the draft AGS to be submitted for approval			A/R					
Consideration of AGS prior to submission for approval to Governing Authority and onwards to the HEA						A/R		
Submission of Annual Review of the System of Internal Control for review and approval by Governing Authority			A/R					
Finalisation and submission of the draft annual financial statements (including the Statement on the System of Internal Control) to ARC and onwards			C	A/R				

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Testing robustness of internal controls and advising Audit and Risk Committee on the outcome of such testing, including through the annual internal audit plan based on risk assessment					A/R			
Forming a view on the effectiveness of the system of internal control and reporting on same to Governing Authority, informed by: <ul style="list-style-type: none"> - Outcome of Internal Audit Reviews - Outcome of IAU testing 							A/R	
Ensuring that effective systems of internal control are implemented in the University, including financial, operational and compliance controls and risk management								A/R
Conducting an annual Review of the System of Internal Control								A/R
Approval of the University's Annual Governance Statement and the University's Financial Statements for submission to the HEA (both of which incorporate the annual Statement on the System of Internal Control)								A/R