The Finance Department at the University of Limerick provides financial leadership that supports the University’s mission of achieving excellence in teaching, learning and research. This is achieved through: adherence to regulatory governance and legislation, providing a broad portfolio of financial services and maintaining financial stability.

The Finance Department seeks to ensure that customer requirements are determined and met. As the Finance customer base is spread across a wide range of internal and external customers, the Department aims to provide effective and efficient services that meet customer needs.

Financial Services Provided to You:

Finance Department Engagement:

Professionalism and Competence
• Deliver services in a professional, consistent and timely manner

Responsiveness
• Respond to customer queries promptly and comprehensively

Support
• Provide clear guidance on university finance policies and services
• Provide University staff with relevant training

Dignity and Respect
• Treat customers with dignity and respect at all times
• Respond to customer feedback as outlined in our service procedures

Customer Engagement:
• Follow policies and procedures relating to services
• Work with Finance staff to meet required service deadlines
• Avail of training sessions provided by the Department
• Provide feedback to us on our performance
• Deal with Customer complaints quickly and effectively
What we can do for you:

- Ensure our website is kept up-to-date with our latest service information.
- Provide access to our Financial Systems so that you can use our Online Services.
- Provide training on all financial systems.
- Pay your Staff Travel and Subsistence claims within a week of submission of fully authorized online claims.
- We aim to pay all Invoices ‘on-time’ within our 15 or 30 day credit terms.
- Our Payroll Staff are committed to processing your salary payments on time and to comply with all statutory obligations.
- To provide professional procurement advice and a framework of contracts, systems and procedures to enable departments to achieve best value in the purchase of goods and services.
- To conduct tenders in line with Government and EU guidelines and achieve best value for money.
- Our Accounts Research Office will provide budget and financial support for research project proposals.
- The Research staff will process approvals for research financial transactions promptly - Purchase Requisitions within 24 Hours, Expenses reviewed within 48 Hours.
- We will assist PI’s in managing their research project budget, expenditure approval for pay and non-pay including recruitment, student financial aid, fees, research debtors, budget amendments.
- Prepare financial reports for research activity in-line with funding providers’ timelines.
- Facilitate and manage audits and prepare financial aspects of audit files.
- We will actively engage with you and try to resolve all issues within a timely manner.

What you can do for us:

- Use our website to look up our Services, Processes and Policies documentation.
- Request to be registered on the Online Financial Systems.
- Attend training sessions as provided.
- Familiarise yourself with our Travel and Subsistence Policy. Attach your Receipts with your online claim.
- Familiarise yourself with our Terms and Condition of Purchase
- Ensure that all payroll information is submitted and authorised via Core Portal by the second Friday of each month.
- To consult with us on the procurement of ALL equipment and services where the contract value is more than €25,000, excluding VAT, before the procurement process begins.
- To comply with central contracts and not participate in off contract buying.
- Researchers should engage early with us and inform us of your requirements for grant budget at an early stage.
- Ensure Purchase requisitions and expense claims are entered accurately with appropriate documentation and explanations attached.
- Familiarise yourself with Terms and Conditions of research agreements and relevant finance policies and utilise our online financial services on Agresso to review cost centre activity.
- Review and respond promptly.
- Be aware of the funding body terms and conditions that have been signed up to.
- Contact us using our generic email accounts with any queries.