

BURSAR (RK)

1. The Bursar's scope of duties and responsibility results directly from the provisions contained in this document, the Senate resolutions and Rector's ordinances regarding the Bursar's activity, and authorizations granted by the Rector.
2. The Bursar performs the assigned duties in compliance with the provisions contained in the Act of 20 July 2018 – Law on Higher Education and Science, the Act of 27 August 2009 on Public Finance, the Act of 17 December 2004 on Liability for Breaching Public Finance Discipline, the Act of 29 September 1994 on Accounting, Statutes and Principles of Financial Management of Poznan University of Technology.
3. The Bursar acts as the chief accountant and is subordinate to the Rector. The main scope of the Bursar's responsibility includes keeping the University's accounts, disposing of funds, as well as performing a preliminary check of the compliance of economic and financial operations with the operational and financial plan and the completeness and reliability of documents relating to economic and financial operations.
4. The Bursar performs the assigned duties directly or supervises their performance by his/her Deputies.
5. The Bursar presents to the Rector requests concerning promotion, rewards, penalties and other changes resulting from the employment relationship in the subordinate unit.
6. The Bursar's competences include in particular:
 - 1) managing and supervising the work of the Bursar's Office;
 - 2) determining the scope of duties of the Bursar's Office employees;
 - 3) keeping PUT accounts;
 - 4) disposing of funds;
 - 5) performing a preliminary check of the compliance of economic and financial operations with the operational and financial plan;
 - 6) performing a preliminary check of the completeness and reliability of documents relating to economic and financial operations;
 - 7) supervising the financial management of PUT;
 - 8) preparing a draft of an annual PUT operational and financial plan and its amendments;
 - 9) preparing financial reports and reports on the execution of the operational and financial plan;
 - 10) preparing statistical reports related to managed matters;
 - 11) ensuring the timely collection of receivables and vindication of disputed claims and repayment of liabilities;
 - 12) supervising stocktaking;
 - 13) supervising the timely settlement of taxes and social insurance contributions;
 - 14) supervising the correct spending and settlement of received subsidies;
 - 15) supervising documentation and settlements of VAT and CIT;
 - 16) ongoing control of the correct circulation of financial and accounting documents;
 - 17) supervising the correct storage and archiving of accounting documents;
 - 18) preparing drafts of internal normative acts related to accounting and giving opinions on drafts of internal normative acts related to PUT finances;
 - 19) addressing requests to the Rector to specify the procedure according to which the work necessary to ensure the correctness of financial management and accounting records, cost calculation and financial reporting is to be performed by other PUT organizational units;
 - 20) conducting a substantive supervision over employees who are subordinate to other Heads of PUT organizational units, whose duties include the execution of tasks related to financial management assigned to the Bursar;
 - 21) providing explanations and additional information on financial matters to PUT audit and control bodies;
 - 22) organizing and improving the system of internal financial and economic information.
7. The Bursar chairs or participates in the work of committees and teams as agreed by the Rector.