



## Finance Policy

Finance has a fundamental role to play in helping Capita create better outcomes for all its stakeholders. We aim to achieve this by being an efficient and effective finance team at the heart of Capita, offering insightful business partnership, supported by accessible, reliable and timely information. This policy explains how we do this, and what we expect from you.

### We are committed to

- A finance culture founded on the principles of integrity, honesty, transparency and respect.
- A team with a passion for the business which helps drive performance through ingenuity in finance process and system design.
- A finance community which, through collaboration and a commitment to service excellence, helps every business unit and support function achieve their goals.
- High-quality finance information and solutions delivered in an efficient and controlled environment.

### In line with our

- Our purpose, values and behaviours
- Legal, regulatory, and professional obligations
- Code of Conduct
- Capita Global Standards, Procedures, and Guidelines which set out the baseline requirements that must be followed. These can be found on the Policy Zone: <https://capita.sharepoint.com/sites/PolicyZone/>
- Capita Finance Function Standards, Procedures, and guidelines which set out the baseline requirements that Finance must follow. These can be found on the Finance Hub: [https://capita.sharepoint.com/sites/FinanceSharepoint/SitePages/Finance-Policy,-Standards-and-Procedures\(1\).aspx](https://capita.sharepoint.com/sites/FinanceSharepoint/SitePages/Finance-Policy,-Standards-and-Procedures(1).aspx)

### **What do we do (our key responsibilities)?**

- Manage and develop finance talent throughout the Group
- Identify and mitigate financial risk across the Group
- Protect Group assets and recognise liabilities, ensuring financial integrity through improving and maintaining a robust internal control environment
- Partner with the business and other functions to provide financial and commercial insight to drive business performance
- Provide clear, transparent, accurate and timely financial information to internal and external stakeholders
- Ensure appropriate capital structure to facilitate execution of the Group's strategy
- Collaborate with auditors and regulators to ensure compliance with laws and regulations
- Improve the efficiency, effectiveness of the function (people, process, data, systems)

### **What are our key capabilities?**

- Provide financial control
- Conduct financial accounting including statutory account delivery
- Provide financial planning and analysis including Business Plan process leadership
- Implement financial process and system design, implementation, and maintenance
- Provide tax compliance and planning
- Provide treasury services
- Conduct treasury services
- Conduct internal audit and reporting
- Manage risk and resilience

### **What are our key pan-Capita decision rights?**

- Provide interpretation of accounting tax regulatory compliance together with activity of investment to ensure compliance
- Develop strategy to deliver transformational and continuous improvement in functional responsibilities
- Scope regularity and format financial planning processes including budgeting, forecasting and reporting
- Develop functional organisation structure, process and system design
- Distribute functional objectives, target-setting and functional cost base targets
- Use third party partners for functional deliverables

### **What are the key interactions with the rest of Capita?**

- Provide partnering to the business divisions and support functions
- Collaborate with the business and other support functions in an increasingly strategic role to optimise Group performance
- Work with the business and other support functions to optimise efficiency through standardisation across processes, such as Purchase to Pay, Order to Cash, General and Fixed Asset Accounting etc

### What we expect from you

- To follow this policy and supporting Standards and Procedures relevant to your role and business/function.
- Demonstrate the commitments of this policy and the requirements of the Standards and Procedures which support it.
- To support finance system, process and control improvement projects across the Group.
- Complete any finance training that applies to you.
- To report non-compliance to your line manager.
- To speak up if you face a situation where you are not sure what to do or have a concern in relation to this policy.
- Our **Speak Up Policy** sets out the channels available to you and no action will be taken against you if you report a genuine concern, whether any concerns are proven or not.

### What we expect from our managers

- To ensure that this policy is promoted and applied to the area for which you are responsible.

### How we will achieve this

- Every division and function must adhere to this policy and associated Standards, Procedures and Guidance as relevant to their business activities.
- We take non-compliance very seriously. Exceptions are reported and managed through our governance mechanisms, which ultimately includes to our Audit and Risk Committee.



**Tim Weller**  
Chief Financial Officer  
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