

Finance Division

FINANCE SYSTEMS ACCESS REQUIREMENTS

1. OVERVIEW AND PURPOSE

1.1 Introduction

These requirements support the University Financial Regulations. It sets out the approach of the University in meeting the requirement of the Regulations with regards to Finance Systems access and describes the means by which the principles of the Regulations should be applied in the day-to-day operations of the University.

This document sets out University requirements regarding access to use of the core Finance Systems. The Finance Systems are used to support buying activities, claiming expenses, bringing in income, and budget management, in addition to reporting. The University recognises the need for its employees to have access to the systems and information they need to carry out their work. These requirements set out the principles governing access. All h10.8f1 0 0 1

to whom authority has been delegated remains with the delegator. Once approved, any such delegation will be subject to annual review to ensure it continues to be appropriate. Delegation may be immediately suspended or withdrawn in the event of any suspicion or evidence of abuse. A Scheme of Delegated Financial Authorities is maintained by the Chief Financial Officer.

Executive Deans and Directors of Professional Services are responsible for ensuring compliance with the Financial Regulations within their areas of responsibility. This includes ensuring that members of staff are made aware of:

- The existence and provisions of these Financial Regulations and the responsibilities the Regulations place upon them
- The implications of non-compliance. Compliance with the Financial Regulations is compulsory for all members of staff and others connected with the University.

In relation to Finance Systems, Executive Deans and Directors of Professional Services are responsible for:

- Delegating authority for their areas where appropriate
- Ensuring that line managers request systems access for staff when there is a clear business need, defining the type of access and delegation
- Ensuring that training is completed as requested.

3.3 Staff

Comply with the requirements. Complete relevant training including GDPR and relevant Finance training. Report incidents involving actual or potential breaches of Information Security [Breach Reporting Process](#).

4. REQUIREMENTS

4.1 This section sets out who can access the Finance System, how the system is accessed and how access is granted and administered for users.

4.2 Authorised users

Access to Finance Systems is restricted to members of staff who have a business need to complete a financial process, including reporting, using the system. Unless otherwise stated, the terms 'members of

6. LEGISLATION AND GOOD PRACTICE

Review / Contacts / References	
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