## 3.2 Heads of School and Directors of Professional Services

3.2.1 Heads of School and Directors of Professional Services are responsible for overall financial management within their Schools and Divisions. Delegation of some day-to-day financial management responsibilities may be affected through the Finance Systems and will be permitted to named individuals within their School or Service in accordance with the Financial Delegations Policy, and with the prior written approval of the Director of Finance. Authority may only be delegated to staff who have a paid contract of employment with the University.

behalf of the University. Access is authorised by line managers, and any systems based delegation of authority must be approved by the relevant Head of School or Director of Service and the Finance Business Partner.

By exception, where a valid justification exists access may be granted to Post Graduate Research students for the purpose of viewing reports, raising requisitions and claiming out of pocket expenses.

Users can only be **creatted** where there is an existing valid IT account.

4.3 Accessing the Applications

Authorised users

Monthly leavers reports are used to purge leavers from Finance Systems & ELearning.

## 4.5 Access controls

- 4.5.1 Password resets are enforced every 6 months in line with audit recommendations.
- 4.5.2 Annual user audits are completed to ensure that the approval levels are understood and correct across the Schools and Divisions.
- 5 Non Compliance

Failure to comply with this policy and any other requirement under the Financial Regulations may lead to disciplinary action against staff, removal of honorary and visiting status, termination of contract or any other appropriate action.

## 6. LEGISLATION AND GOOD PRACTICE

Review / Contacts / References	
Policy title:	Finance Systems Access
Date Approved:	August 2020
Approving Body:	Director of Finance