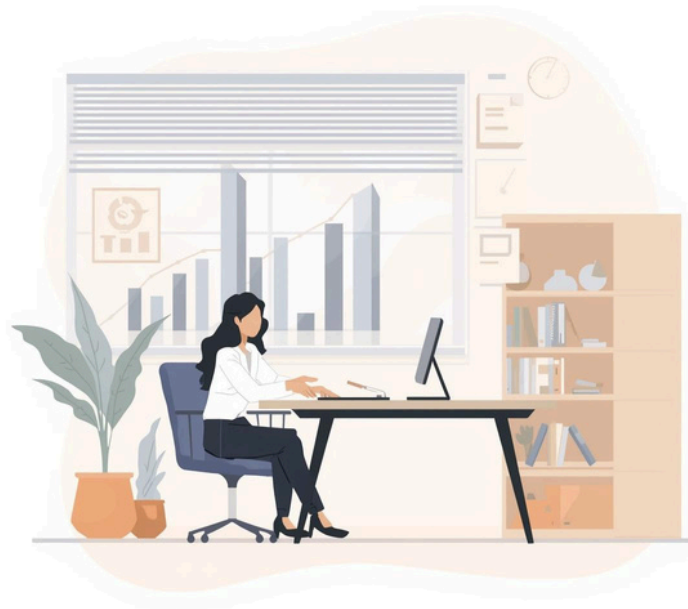


TUESDAY'S

TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Ensure fraud awareness training has taken plan for finance and admin staff

Why?

Prevention

- Educate staff on phishing emails, invoice redirection, and false suppliers.
- Set reporting routes for suspicious activity.

Risk Reduction

- Test staff with simulated exercises.
- Maintain anti-fraud policy and response plan.

Useful Resources

- National Cyber Security Centre – Phishing guidance
- National Audit Office - Counter fraud resources
- DfE Indicators for potential fraud: a generic checklist for education providers

Benefit

CoProviding fraud awareness training for finance and administrative staff significantly strengthens organisational resilience by reducing the likelihood of financial losses and operational disruption. Training equips staff to recognise common fraud tactics such as phishing emails, invoice redirection, and false supplier requests, enabling them to act quickly and appropriately. By establishing clear reporting routes and reinforcing anti-fraud policies, schools and trusts create a culture of vigilance and accountability. Regular simulated exercises further enhance preparedness, ensuring staff can respond effectively to real threats.