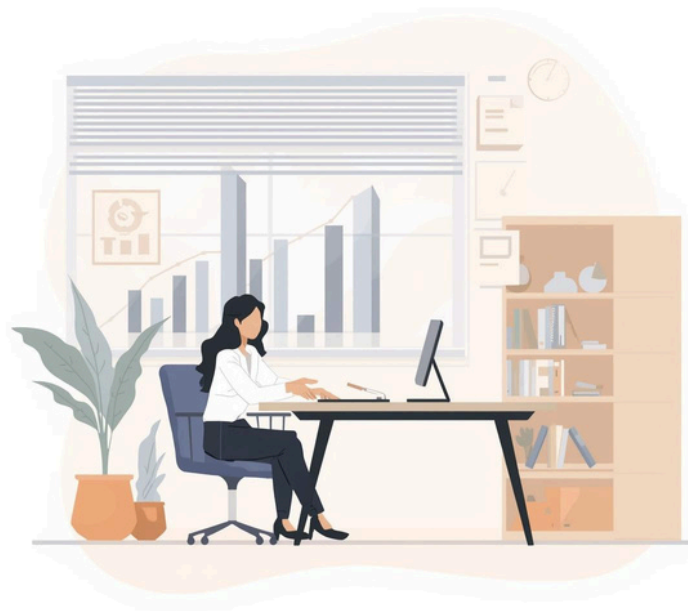


TUESDAY'S

TOP TIP



OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Review segregation of duties for finance tasks at least annually

Why?

Fraud Prevention

- Separate ordering, approval, and payment responsibilities.
- Restrict access to system functions appropriately

Internal Control

- Use secondary checks for high-risk transactions
- Review role permissions regularly
- Document approvals and threshold levels

Useful Resources

- DFE – Internal control framework
- NAO – Fraud and control guidance

Benefit

Regularly reviewing the segregation of duties within the finance processes significantly strengthens internal control and reduces the likelihood of error, misuse, or fraudulent activity. By ensuring that no individual has end-to-end control over key financial tasks such as ordering, approving, and paying invoices you create natural safeguards that protect public funds and enhance organisational integrity.

An annual review also helps identify where system permissions, workflow changes, or staffing adjustments may have weakened over time.