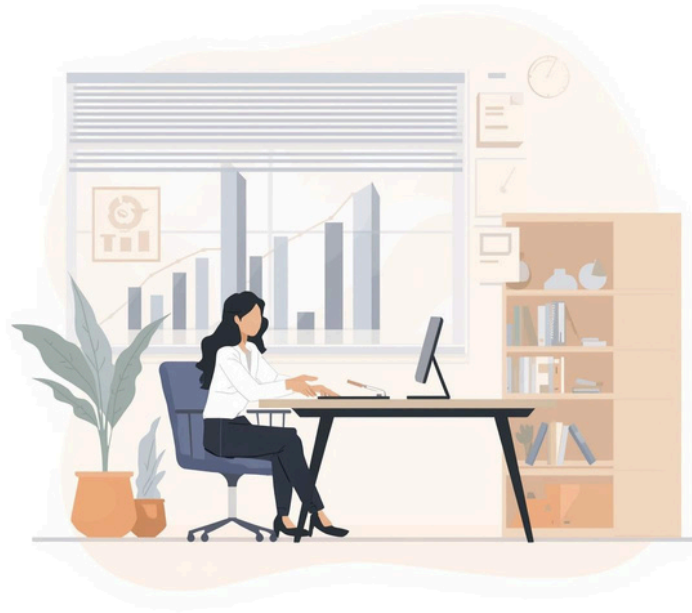
TUESDAY'S TOP TIP

SHARD Business Services

OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS



Quarterly Review of Finance System User Permissions

Why?

Access Control

- Ensure system access reflects current roles and responsibilities
- Remove users who have left or changed roles

Segregation of Duties

- Prevent conflicting access rights within financial processes
- Reduce the risk of inappropriate system use

Useful Resources

- DfE Academy Trust Handbook – internal controls
- ESFA cyber and financial control guidance
- National Cyber Security Centre (NCSC)
- ISBL financial controls guidance

Benefit

Regularly reviewing system permissions ensures that only authorised individuals have access to financial systems, reducing the risk of fraud, error, or unauthorised activity. It also ensures that access rights remain aligned with staff roles and responsibilities.

This is a key internal control, supporting segregation of duties and protecting sensitive financial data. It strengthens system security and provides assurance that financial systems are appropriately managed and controlled.

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