

Finance training requirements and recommendations for all staff with financial responsibility, May 2022

Training	Heads of School, Directors of PS	Staff in level 2 and level 3 groups	Staff in level 1 groups	All other staff with financial responsibility	Comment
Using the Finance System	Mandatory unless alternative training by the finance service desk agreed	Mandatory unless alternative training by the finance service desk agreed	Mandatory unless trained by the finance service desk	Mandatory unless trained by the finance service desk	E-learning course assigned to anyone who has requested access to the finance system – must be completed within 3 months of access being given or account will be suspended. Financial Literacy Training: Finance Division: University of Sussex
Finance Essentials	Mandatory	Mandatory	Mandatory	Mandatory	E-learning course assigned to staff with access to the finance system to develop understanding of the financial context within which the University operates and of basic financial principles in operation – must be completed within 3 months of access being given or account will be suspended. Financial Literacy Training: Finance Division: University of Sussex
Travel and Working away from Base, Hospitality and Out of Pocket Expenses	Mandatory for anyone who authorises or claims expenses	Mandatory for anyone who authorises or claims expenses	Mandatory for anyone who authorises or claims expenses	Mandatory for anyone who authorises or claims expenses	E-learning course assigned to staff with access to the finance system Expenses module to ensure compliance with University Policy – must be completed within 3 months of access being given or account will be suspended. Financial Literacy Training: Finance Division: University of Sussex
Purchasing Goods and Services	Mandatory for staff with access to the finance system purchasing module	Mandatory for staff with access to the finance system purchasing module	Mandatory for staff with access to the finance system purchasing module	Mandatory for staff with access to the finance system purchasing module	E-learning course assigned to staff with access to the finance system Purchasing module to ensure compliance with University Policy – must be completed within 3 months of access being given or account will be suspended. Financial Literacy Training: Finance Division: University of Sussex
Using the Finance System to Bring in Income	Mandatory for staff with access to the finance system Sales module.	Mandatory for staff with access to the finance system Sales module.	Mandatory for staff with access to the finance system Sales module.	Mandatory for staff with access to the finance system Sales module.	E-learning course assigned to staff with access to the finance system Sales module to ensure compliance with University policy – must be completed within 3 months of access being given or account will be suspended. Financial Literacy Training: Finance Division: University of Sussex
Authorising Expenditure	Mandatory	Mandatory	Mandatory	Mandatory	E-learning course assigned to all staff included in an authorisation group to ensure compliance with University policy – must be completed within 3 months of access being given or account will be suspended. Financial Literacy Training: Finance Division: University of Sussex
Anti-Facilitation of Tax Evasion	Mandatory to complete e-learning or attend workshop	Mandatory to complete e-learning or attend workshop	Mandatory where nominated by HoS or DoPS owing to relevant role	Mandatory where nominated by HoS or DoPS owing to relevant role	Mandatory e-learning/workshop to raise awareness of the Criminal Finances Act and educate staff on action they must take to prevent tax evasion. E-learning completion not required where staff have attended relevant workshop. Finance Service Desk track completion by new members of level 2 and 3 groups. HoS and DoPS responsible for identifying any other nominees – FSD can monitor on request
Finance Budget Reports	Advised	Advised for budget holders and staff who support them	Advised for budget holders and staff who support them	Advised for staff supporting budget holders	E-learning course assigned to all staff with the budget reporting role in the Finance System to support them in effective ways of working
Purchasing Card Coding Tasks	Mandatory for all purchasing card coders	Mandatory for all purchasing card coders	Mandatory for all purchasing card coders	Mandatory for all purchasing card coders	E-learning course assigned to staff holding or coding a purchasing card to ensure compliance with University Policy.
Purchasing Card Approval Tasks	Mandatory for all purchasing card authorisers.	Mandatory for all purchasing card authorisers	Mandatory for all purchasing card authorisers	N/A	E-learning course assigned to staff authorising purchasing card transactions to ensure compliance with University Policy.
Anti-Money Laundering	Mandatory	Mandatory	Advised	Advised	E-learning course to raise awareness of money laundering and actions which should be taken to protect the University against this.
Introduction to Counter Fraud	Mandatory	Mandatory	Advised	Advised	E-learning course to raise awareness fraud and actions which should be taken to protect the University against this.
Modern Slavery	Mandatory	Mandatory	Mandatory	All staff with purchasing cards or who purchase with expenses	E-learning course to raise awareness of modern slavery and actions which should be taken to protect the University against this.
Introduction to VAT	Mandatory	Mandatory	Mandatory	Mandatory for staff with access to the finance system Sales module.	E-learning course to give information on applying VAT and when it should be paid.
Finance Inductions	Mandatory for new joiners	Mandatory for new joiners	Mandatory for new joiners	Mandatory for new joiners	Induction sessions held with all new users of the Finance System, gives an overview of Finance and important information for them to do their role – system access will not be given until the session has taken place.
Finance Induction for HoS/DoPS	Mandatory for any new HoS/DoPS	Available on request	N/A	N/A	1.2.1 Induction sessions held with all new HoS/DoPS, gives an overview of Finance and important information for them to do their role, including a brief overview of budgets, approvals etc.
Finance In-tray	Mandatory for any new HoS/DoPS	Available on request	N/A	N/A	1.2.1 Meeting with HoS/DoPS to answer any finance related queries and give them the opportunity to feedback and advise on what help/training is needed for their staff.
1-2-1 and department ad-hoc training	Available on request	Available on request	Available on request	Available on request	Training arranged with individuals or teams based on their requirements. We will arrange sessions to suit their finance needs.