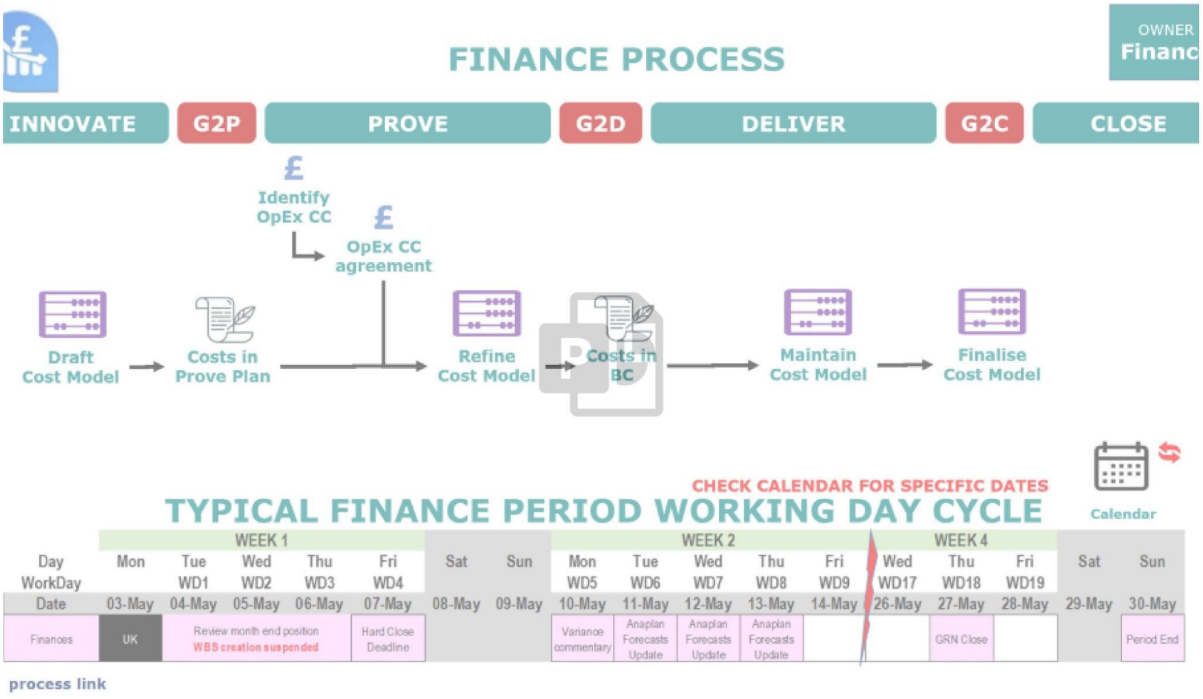
POL00337634

Finance Process



POL00337634

WBS Code Creation

fice Limited - Document Classification: INTERNAL

Finance Approvals

ADG submissions require Finance sign off before submission to IADG

1. **Heads of Finance can provide Finance concurrence on submissions where total anticipated spend is less than £2m. Finance Directors must provide finance concurrence on submissions where total anticipated spend is over £2m**
   - All Organisational Effectiveness submissions to be sent to Kathryn Sherratt sign off
   - Finance sign off required for Prove cases, Business cases and Change requests
   - Named Heads of Finance to provide delegated authority for FDs (to cover for Holiday/sick etc)
2. **Change Requests that are only changing milestones (not cost, benefits or scope) do not require Finance concurrence**
3. **We have also standardised some working practices to make the process more efficient**
   - Portfolios providing submissions to FDs three working days before a weekly review meeting
   - Portfolio highlight priority activity when providing weekly submissions
4. **The Technical Finance team should be consulted for the approval of Exceptional and Capex spend.**
   - The Finance Business Partner is responsible for obtaining approval from Technical Finance. Technical Finance approve business cases on the information provided at the time. Technical Finance is likely to have questions and may challenge classification however rely on the provision of information and adequate responses from the project team

ALL SPEND CATEGORISATION QUESTIONS SHOULD BE SENT TO POLTechnicalAccounting GRO

Area	Business Unit	Head of Finance	Finance Business Partner/Finance Analysts
Commercial	Banking & ATMs Comms	Nazmin Begum	Brian Huxley; Sarah Moody; Rheanna Burgess
Commercial	Mails, PUDO, Retail, Branch Identity Services, Commercial, Planning & Strategy	Nick Wade	Chris Ko; Alex Chatzisavvas; Paul Minchell
Commercial	FS, Ins, TM, IMT	Simon Parr (FD)/ Ravi Dudala (Insurance)	Sarah Bowles; Daniel Garcia ; Amandine Kocher
Commercial	Bill Payments	Emma Jones	Giorgio Carini
Technology	CIO	Raj Shah	Linda Howard; Sian Moreton; Nisha Bissonauth
Technology	BTU (includes NBIT)	Natalie Cross	Sameer Kadam
Retail	Customer Experience & People	James Lewis	Vacancy
Retail	Postmasters & Strategic Partners	Charlotte Ukaigwe	Ryan Simpkin; Florin Zaharia; Gavin Barnett; Sam Paine
Retail	Supply Chain, Security & Property	Stuart Nesbit	Deborah Holmes; Vacancy
Retail	Network & Postmaster Remuneration & Retail Consol	Vaishali Khatiwala	Trudy Hallam; Ieva Simmons; Delia Zekas, Sarah Allen, Julie Warnock
Remediation Unit; Inquiry & LCG	Inquiry	Victor Turner	Tolu Lawal
Remediation Unit; Inquiry & LCG	Remediation Unit & LCG	Jamie Tebbutt	Steve Clack; Olha Ellis
Central Finance	Finance	Beth Hutchinson	

POL00337634

If journals are posted into blackline after the data download times it will miss the refresh and will not be visible on Power BI until the next refresh

The aim of the Finance process is to accurately capture and articulate the cost and financial benefit of a project throughout its lifecycle.

If these pages do not answer your question please email ProjectMasterData GRO

For confirmation of spend categorisation (CapEx, OpEx or Exceptional) please email POLTechnicalAccounting GRO

Finance BCM

Name	Modified	Modified By	B
Archive	March 3, 2023	Sarah Gibbs	
FP&A	February 28, 2023	Sarah Gibbs	
Notes	August 15, 2023	Sarah Gibbs	
Power Query Test	August 21, 2023	Sarah Gibbs	
Test	September 5, 2023	Sarah Gibbs	

POL00337634

Technical Finance In Brief Sep22 - Cloud Computing (SaaS) Costs

Technical Finance In Brief Aug22 update - Spend Classification

Tech Fin - CapEx Policy

Finance Process Quality Standards

Finance RACI

Training

POL00337634

	Name	Description	Format	M
	FINANCE Cost Model - FINANCE t...	FINANCE SPECIALST Project Cost model training - aimed at the Finance Community users.	Video	M
	FINANCE Cost Model Update.pptx	Summary of changes to cost model to provide more detail on benefits	Powerpoint	Ju
	FINANCE Cost Model.mp4	Video to explain each of the tab in the Finance Cost moel and how they are used	Video	M
	FINANCE P2P Change Team Proce...	The changes to the Web3 system to raise and approve POs have now been completed on 4the Dec. From yesterday morning all Project managers and Project PMOs are now to raise their own requisitions and L3 approvers (after finance) will be Portfolio PMOs.	Powerpoint	Ju
	FINANCE PowerBI Fundamentals....	PowerBI Training Sessions - How to use the tool	Video	Ju
	Finance Process Quality Standar...	First issue of quality	Doc	C