




Finance Guideline	FND005 – UCT-wide finance communication
Objective	To provide guidance to finance staff when sending out UCT-wide communication on behalf of the finance department.
Context	<p>All UCT-wide communication initiated by finance staff, represents the finance department. It is therefore important to ensure that the information contained in such communication is both accurate and clear.</p> <p>Currently, there are no controls over staff using various UCT e-mail lists or the network pop-up notice board. This means that any finance staff member can send out a UCT-wide communication, thus placing the finance department at risk.</p> <p>The purpose of this guideline is to ensure all UCT-wide communication, initiated by finance staff, is reviewed and authorised, as appropriate.</p>
Definitions	<p>For the purposes of this guideline, the following definitions apply:</p> <ul style="list-style-type: none">• <i>UCT-wide</i> – all UCT staff or functional groups of UCT staff e.g. purchasers, Heads of Departments• <i>communication</i> – all written communication via e-mails, mail merged letters, messages on the network pop-up notice board or the web.
General Principle	<p>The general principle is that all UCT-wide communication is</p> <ul style="list-style-type: none">• reviewed for accuracy and clarity and• authorised by a member of the Finance Advisory Group prior to being distributed to the UCT community.
Guidelines	<ul style="list-style-type: none">• Regular UCT-wide communication (e.g. advising of new vendors, year end procedures), can be reviewed and authorised in advance, by a member of the Finance Advisory Group, based on a standard template,• Once-off UCT-wide communication on a specific topic (e.g. unexpected delays in salary payments), must be reviewed and authorised individually by a member of the Finance Advisory Group.• All areas affected by the communication, must be consulted prior to distribution.• A copy of all UCT-wide communication must be sent to the finance helpdesk. <p> Note</p> <p>It is useful to have a colleague, who is not close to the issue, read through the UCT-wide communication for accuracy (grammatical and technical) and clarity of the message.</p>
General	<p>For communication to be sent</p> <ul style="list-style-type: none">- via the finance website - e-mail the finance helpdesk.- via the network pop-up notice board - e-mail the ICTS helpdesk.- to all SAP users - e-mail the SAP authorisations helpdesk.
Direct queries to	Finance helpdesk fnd-finance@uct.ac.za

Finance Guideline owner	Executive Director: Finance
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