Are you ready?

**February**
- Look out for communications from the Finance Division
- Read the “staff news” about Finance Improvements

**March**
- System back with improvements **15th March**
- New policies become effective **15th March**
- Consult finance communications / staff news about what to do

**April**
- Face to Face training continues

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**Required actions**
- Read finance communications and staff news
- Access the web page
- Complete available training
- Undertake face to face training

**Phase 1**
- 12th February: Read about and become familiar with the key finance improvements
- 23rd February: Prepare yourself to ensure you are ready for system downtime
- 1st March – Phase 1 of Face to Face training begins for those with significant financial responsibilities

**Face-to-Face training** for those with significant financial responsibilities:
- Finance management for budget holders
- Financial management training for senior managers

**e-learning**
- Travel and working away from base; hospitality and out of pocket expenses
- Purchasing goods and services
- Using the finance system
- Finance essentials
- Authorising expenditure
- Using the finance system to bring in income