

Dear colleagues,

Urgent request regarding recent attempted fraud

I am writing to you as you have financial responsibilities and, as a significant attempted fraud last week has reminded us, may well be being targeted by potential fraudsters.

In recent months there has been attempted fraud in relation to payroll and purchasing.

In both cases the fraudster has accessed the University account of a relatively senior member of staff and used this access to request action that would lead to University funds being lost.

The apparent 'requestor' is unaware that the request has been made and does not see any related correspondence which is fielded by the fraudster. All other emails continue to be received as normal therefore it is very unlikely that the 'requestor' will notice anything is wrong. Staff querying the request or asking for more information will believe they are in contact with their genuine University contact.

To address the risk of further attempted fraud of this type directed at the University please:

- Consider changing your [University log-in password](#) and your [finance system password](#), immediately. See the [security guidance](#) on the ITS webpage for more information.
- Ensure that you and your staff follow University process and take time to reflect on any financial requests which appear in any way odd or unusual – fraudsters often rely on a sense of urgency or a simple moment of inattention to get the outcome they want.
- If you are the recipient of any unusual financial requests, assume that email contact is not secure and check with the source by video call or in person ideally, or using a trusted phone number, or contact the Finance Service Desk on 01273 87(7172).
- Be aware that you may be contacted by Finance to carry out similar checks and support this process.

If you are in any doubt about a financial transaction or become suspicious that a financial fraud may be being attempted, please contact the Finance Service Desk on financeservicedesk@sussex.ac.uk or call 01273 87(7172).

For other suspicious emails please contact the [ITS Service Desk](#).

Best regards,

Allan Spencer, Director of Finance