

Overview of Finance Quality Management System documentation structure

Quality Manual

Department level documents

Section level documents

Quality Policy / Customer Charter / Quality Objectives

All Department-level documents published on Web (except QI Action Plan)

QMS Processes

Training and Development Procedure

Documentation Control Procedure

Continual Improvement Procedure

Purchasing and Supplier Management

Communications Procedures

Internal Audit / Self-assessment Procedure

All KBPs published on Web

Key Business Processes (KBP)

Published on Web and also held by individual on File Share (Linked to Key Business Processes)

Procurement Control, Purchasing Control, Purchase Payments, Staff and Pension Payroll, Expenses Claims and Payment, Research Finance, Banking and Treasury, Fixed Assets Control, Capital Accounting, Financial Reporting and Audits, Financial Systems Control.

Budget Support (including Budgeting, Resource Allocation Process, Management Reporting, Ancillary Set-up and Reporting), Full Economic Costing, Student Fees, Accounts Receivables.

Quality Improvement Action Plan

FIN-QMS-008 Version 8

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