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COURSE BROCHURE

Finance Policy Governance and Delegation of Authority Training Course

12 – 16 July 2027
Madrid

Finance Policy Governance and Delegation of Authority Training Course

Ref: 1962_72207 **Date:** 12 – 16 July 2027 **Location:** Madrid **Fees:** 5600 GBP

Finance Policy Governance and Delegation of Authority is a 1-week training course for finance policy owners and controllership staff who draft, approve, maintain and test the rules behind spending, payments and contracts, and it ends with a delegation of authority matrix and policy review calendar. Growing transaction volumes, new approval workflows and closer audit attention make unclear signing limits a real exposure. Jupiter Prime Training delivers this course on finance policy governance and delegation of authority.

Why Finance Policy Governance and Delegation of Authority Matters Now

Three pressures shape this subject today: approvals have moved into automated purchasing and payment workflows, where a wrong threshold is applied thousands of times; organisations restructure more often, leaving stale signatories in place; and external auditors and audit committees test whether written policies match what staff actually do. Clear limits speed approvals; stale ones invite unauthorised commitments and repeat audit findings. The course rests on familiar control principles: segregation of duties, the four-eyes check, a single policy owner per document, and risk-based compliance testing.

Who Gains Most from Finance Policy Governance and Delegation of Authority

- Policy owners who draft and update finance policies and procedures
- Controllership staff who maintain approval thresholds in purchasing and payment systems
- Internal control officers who test whether procedures are followed
- Company secretariat staff who record board and committee delegations
- Shared service leads who process payments under delegated limits

A controllership or financial control group that sends policy owners and system administrators together gains most.

Finance Policy Governance and Delegation of Authority Capabilities

Participants turn scattered approval rules into a single matrix and a policy set with owners, versions and evidence of testing.

- Design a delegation of authority matrix for spending, payments, contracts and write-offs — the board and executive committee
- Specify the policy hierarchy from charter to procedure and work instruction — policy owners
- Apply a policy approval route with drafting, consultation and sign-off stages — the audit committee
- Build version control and a periodic review calendar for every finance policy — controllership

- Test procedure compliance with sampling, walkthroughs and exception logs — internal audit
- Communicate policy changes and authority updates to budget holders — operating managers

Key Finance Policy Governance and Delegation of Authority Terms

- Delegation of authority matrix — a table showing which role may approve which transaction type up to which limit.
- Sub-delegation — the onward passing of an approval right to a junior role, permitted only where the matrix allows it.
- Policy owner — the named role accountable for a policy's content, review date and interpretation.
- Segregation of duties — splitting request, approval, recording and payment so no single person controls a whole transaction.
- Compliance test — a check of a sample of transactions against the written procedure to confirm it is followed.
- Policy exception — an approved, recorded departure from a policy, with reason, approver and expiry.

Finance Policy Governance and Delegation of Authority Day by Day

Day 1: Policy Architecture and Ownership

- Finance Policy Hierarchy — Separating Policies, Procedures and Work Instructions
- Policy Owner Register — Assigning Accountability for Each Document
- Policy Template and Drafting Standards — Writing Rules Staff Can Follow
- Board Reserved Matters List — Defining Decisions That Cannot Be Delegated
- Policy Gap Assessment — Prioritising Missing or Outdated Finance Rules

Day 2: Building the Delegation of Authority Matrix

- Transaction Categories — Grouping Spending, Payments, Contracts and Write-Offs
- Threshold Setting Method — Linking Limits to Role and Risk
- Sub-Delegation and Acting Arrangements — Covering Absence Without Losing Control
- Segregation of Duties Map — Removing Conflicting Approval Combinations
- Matrix Examples from Utilities and Healthcare — Comparing Practical Layouts

Day 3: Approval Routes and Version Control

- Policy Approval Workflow — Moving From Draft to Committee Sign-Off
- Stakeholder Consultation Log — Recording Comments and Responses
- Version Numbering and Change History — Showing What Changed and Why
- Periodic Review Calendar — Scheduling Reviews by Risk Rating
- Policy Exception Register — Approving and Expiring Departures

Day 4: Compliance Testing of Finance Procedures

- Risk-Based Test Plan — Selecting Procedures for Testing Each Cycle
- Sample Selection and Walkthroughs — Gathering Evidence of Actual Practice
- System Approval Limit Reconciliation — Matching Configured Thresholds to the Matrix
- Findings Rating and Action Tracking — Closing Gaps with Named Owners
- Policy Attestation Process — Confirming Staff Have Read Key Rules

Day 5: Practising the Authority Matrix and Review Calendar

- Matrix Stress Test Using Day 2 Thresholds — Checking Edge Transactions
- Approval Route Simulation Using Day 3 Workflow — Approving a Revised Policy
- Compliance Sample Exercise Using Day 4 Tests — Rating Real Findings
- Change Communication Brief — Informing Budget Holders of New Limits
- Delegation of Authority Matrix and Policy Review Calendar — Completing the Work Product

Applying Finance Policy Governance and Delegation of Authority After the Course

- Reconcile the purchasing and payment system approval limits against the current delegation of authority matrix.
- Build a policy owner register and set a review date for every finance policy.

Finance Policy Governance and Delegation of Authority Questions FAQ

What is finance policy governance and delegation of authority and why does it matter now?

It is the way an organisation writes, approves, maintains and tests its finance rules and decides who may approve what. It matters now because automated workflows apply limits instantly and auditors test whether practice matches policy.

Which roles gain most from finance policy governance and delegation of authority?

Finance policy owners and controllership staff gain most. Internal control, secretariat and shared service staff also benefit.

How does this finance policy governance and delegation of authority course differ from an accounting policy manual course?

It concentrates on approval rights and the policy lifecycle. An accounting policy manual course covers recognition and close procedures; this one covers authority limits, approvals and testing.

What do you bring back from finance policy governance and delegation of authority training?

You bring back a working authority matrix, a review calendar, a policy owner register and a compliance test plan you can adapt to your own finance function.

Finance Policy Governance and Delegation of Authority: The Way Forward

The delegation of authority matrix and policy review calendar first informs the next board or committee approval of signing limits. Controllership maintains it, system administrators configure it and internal audit tests it. After its first review cycle, revisit thresholds against actual transaction patterns, which often differ from paper assumptions.