

From: UFS Communications
Sent: 18 March 2020 13:33
Subject: Coronavirus: Finance Division Contingency Plan and heightened Fraud risk
Attachments: Finance Division Contingency Planning (004a).pdf

Dear Colleagues,

The Finance Division Contingency Plan

The University is accelerating contingency plans as we have now moved into the Red phase where the University will operate critical processes only, most University buildings will close and staff will be working remotely. The Finance Division has Silver and Gold contingency teams that have been working with the University contingency team for the last week and have been constructing a tailored plan to outline how the Division will work during this Red phase and the major changes we will face next week. The attached Financial Contingency Planning document outlines the approach that we are taking and further guidance and practical advice will be sent via UFS Bulletin and Key Contacts email groups and the Finance Division website as the details are confirmed. Throughout this period of disruption the UFS Helpdesk will continue to answer questions and provide support over the coming weeks for both departments and suppliers.

If you have any questions please contact the UFS Helpdesk Hub at ufsenquiries@admin.cam.ac.uk or telephone 01223 (7)65999

Heightened risk of fraud

All staff should be aware that hackers are now jumping on the back of the widespread attention around the Coronavirus to try to bait victims into opening malicious attachments that they believe to be instructions around how to stay safe. Emails containing files named to imply that they include virus protection instructions, current threat developments, and even virus detection techniques. It is more important than ever to be extra vigilant and ensure attachments or links are only opened from trustworthy sources. For those staff members working with financial payments it is critical that they deploy additional safety precautions to protect the University from Coronavirus-themed attacks.

It is likely that suppliers might also be chasing payments, particularly new suppliers who have had to be used due to supply chain issues. Do not feel pressured into a decision, a supplier would not force you to make a financial transaction on the spot without due diligence; if something feels wrong, it is usually right to question it. Fraudsters may appear trustworthy, but they may not be who they claim to be.'

In the event that a fraud is discovered, early reporting is essential. In the first instance, the Director of Finance David.Hughes@admin.cam.ac.uk should be notified, who will trigger the Fraud Response Protocol, and insurance@admin.cam.ac.uk copied in in order to notify our insurers of a potential claim as is required by the policy.

Issued by [Karen Sheldon](#) - Manager Finance Training

** This communication has been sent to the Key Contacts, and UFS Email distribution groups.