AUTOMATION PROJECT

EXAMPLE

Best Practice Network

Proudly part of
Supporting Education Group

Project Name: Automated Spend Monitoring and Procurement Compliance

Service Area: Procurement, Finanace, Corporate Resources

Project Overview

This project strengthens procurement governance by introducing automated spend monitoring and contract threshold alerts. It reduces reliance on manual reviews and improves visibility of off contract spend.

Scope

- Review procurement workflows
- Integrate finance data into automated reports
- Build exception alerts for policy breaches
- Ensure transparency and documentation
- Provide training to budget managers

Success Metrics

- Reduction in off contract spend
- Clear audit trail for external audit
- Reduced manual reconciliation work
- Measurable time savings across finance team
- Faster identification of procurement breaches

Objectives

- Map current procurement and approval processes
- Introduce automated spend threshold alerts
- Create live dashboards for budget holders
- Flag potential non compliant purchasing
- Strengthen reporting for audit committee

Key Stakeholders

- ☑ Finance Director
- ☑ Internal Audit
- ☑ Procurement Team
- ☑ Service Budget Holders

Target Audience

Finance and procurement teams responsible for public spending and Best Value compliance.

Project Outcome

- ✓Stronger financial governance
- ✓Improved compliance with procurement rules
- ✓Better audit readiness
- ✓Reduced financial risk
- ✓Improved value for money