

Elliot Finch
Finance Analyst
Employer HR file

Date: 14 July 2026
Our Reference: DHR/70D72F60
Document Type: HR record

Disciplinary Hearing Record

1. EXECUTIVE SUMMARY

This document summarises the disciplinary hearing conducted on 12 April 2026 for Elliot Finch, Finance Analyst, held to address concerns regarding a financial journal adjustment. The hearing was chaired by Leila Ahmed, People & Culture Manager, supported by representatives including line management and a witness. Elliot Finch provided his response denying authorisation of the adjustment and requested additional verification. The outcome at the hearing indicated the need for further investigation before any decision on disciplinary action can be made.

2. BACKGROUND

On 12 April 2026, a disciplinary hearing was convened at HRHeaven QA Sample Employer concerning Elliot Finch, who holds the position of Finance Analyst. The purpose of the hearing was to discuss matters related to a financial journal adjustment amounting to £54,000, the authorisation of which is under scrutiny.

HR RECORD DETAILS

Employee
Elliot Finch

Role
Finance Analyst

Case type
Disciplinary Hearing

Reference
HRA-70D72F60

KEY DATES

Completed
14 July 2026

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3. INFORMATION CONSIDERED

The hearing attendees included Elliot Finch (employee), accompanied by his colleague and companion, Sophie Grant, Leila Ahmed (People & Culture Manager and chair), Harriet Lowe (Line Manager), Tom Rivers (Senior Accountant and witness), and Ruby Patel (People Operations note-taker).

Elliot Finch acknowledged responsibility for running reconciliations and amending spreadsheets that contributed to financial records. However, he denied authorising the final journal adjustment of £54,000, which is central to the concern.

Elliot requested that forensic checks be conducted and vendor confirmation be obtained to verify the legitimacy of the adjustment. He also provided earlier versions of his workbook for review to support his position.

4. EMPLOYEE RESPONSE

Elliot Finch consistently maintained that he did not authorise the disputed journal adjustment. He provided additional documentation, including earlier workbook versions, with the intent of demonstrating discrepancies and supporting his account.

He emphasised the need for further verification through forensic accounting processes and vendor confirmation to ascertain the facts surrounding the adjustment.

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5. PROCESS SAFEGUARDS

The hearing was conducted in accordance with the employer's disciplinary procedure to ensure fairness and impartiality.

Elliot Finch was given the opportunity to be represented by a colleague, Sophie Grant, to support him during the hearing.

All attendees participated to provide relevant perspectives, including witness testimony and managerial input.

The record maintains neutrality and refrains from presuming outcomes, recognising that this is an interim stage pending further investigation and evaluation.

No conclusions regarding misconduct or disciplinary sanctions have been drawn at this stage, preserving procedural fairness and compliance with best UK HR practices.

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6. NEXT STEPS

Following the hearing, the employer will undertake further investigation to clarify the circumstances relating to the £54,000 journal adjustment.

This will include conducting forensic checks and obtaining vendor confirmation as requested by Elliot Finch.

Findings from this further inquiry will inform subsequent decisions on appropriate action, if any.

The employer is reminded to adhere to their disciplinary policy and preserve the employee's right to respond to any further findings.

Specialist advice should be sought regarding protected rights and dismissal risk where applicable.

The disciplinary hearing review remains due and outstanding as of 12 April 2026, and prompt attention to scheduling this review is recommended.

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7. REVIEW AND ISSUE CONTROL

This record has been prepared with factual accuracy, using only the supplied structured facts from the employer without assumption or prejudice.

Prior to finalisation and inclusion in Elliot Finch's personnel file, the employer is advised to carefully review all facts, evidence, communications and procedural compliance.

The record should be retained and managed according to the employer's document control protocols, ensuring confidentiality and restricted access.

An owner should be assigned to oversee follow-up actions and diarise next review dates to maintain progress and compliance.

Final responsibility for any subsequent disciplinary decisions remains with the employer, and adherence to their internal policy and external legal obligations is essential.