

Elliot Finch
Finance Analyst
Employer HR file

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

Disciplinary Hearing Summary

1. EXECUTIVE SUMMARY

This document summarises the disciplinary hearing held on 12 April 2026 concerning Elliot Finch, Finance Analyst, convened to discuss concerns relating to a £54,000 journal adjustment. The hearing was chaired by Leila Ahmed, People & Culture Manager, with attendance from relevant management, a witness, and employee representation. The employee denied the allegation of authorising the final adjustment. Further investigatory steps have been agreed.

2. BACKGROUND

On 12 April 2026, a disciplinary hearing was convened to address concerns regarding financial reconciliations performed by Elliot Finch. The specific issue under consideration was the authorisation of a journal adjustment amounting to £54,000. Given the potential significance of this matter, the hearing sought to provide Elliot with an opportunity to respond and to consider any evidence relevant to the situation.

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

During the hearing, evidence was presented including an account of reconciliations completed by Elliot Finch and the financial records related to the journal adjustment. The employer also took into account earlier versions of spreadsheets provided by the employee. While no formal documentary evidence files were attached at this stage, statements from a witness, Tom Rivers, Senior Accountant, were considered in relation to the adjustment.

Elliot Finch explained the process he followed including running reconciliations and amending spreadsheets. He explicitly denied having authorised the final journal entry of £54,000. He requested further forensic checks to verify the origin and validity of this adjustment and suggested vendor confirmation to corroborate the transaction.

4. EMPLOYEE RESPONSE

Elliot Finch was given full opportunity to present his perspective. He stated that while he carried out reconciliations and modifications to spreadsheets in the routine course of his role, he did not authorise the final journal adjustment in question. Elliot provided earlier versions of his workbook to support his explanation and requested that investigative steps include forensic analysis and vendor verification to clarify any questions surrounding the adjustment.

He was accompanied and supported by a colleague, Sophie Grant, who acted as his companion during the hearing.

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5. PROCESS SAFEGUARDS

The hearing was conducted in accordance with HRHeaven QA Sample Employer's disciplinary procedure to ensure fairness and neutrality. The meeting was chaired by Leila Ahmed, People & Culture Manager, with involvement from the employee's line manager Harriet Lowe, witness Tom Rivers, and note taker Ruby Patel from People operations. Elliot was supported by his colleague Sophie Grant as a companion, ensuring his opportunity to respond was preserved.

All participants adhered to procedural standards designed to protect the integrity of the process, maintain impartiality, and respect confidentiality. No assumptions or prejudgments were made regarding the outcome at this stage. The employer recognises the necessity for further specialist advice given the sensitivity and risk level involved.

6. NEXT STEPS

Following the hearing, the employer has determined that further investigation is necessary to establish all relevant facts and verify the circumstances surrounding the £54,000 journal adjustment. This will include forensic examination of financial records and vendor confirmations as requested by Elliot Finch.

The employer will also review any additional evidence that may come to light, continuing to safeguard procedural fairness and the employee's rights. Once the investigation is complete, further action may be considered in line with company policy and any applicable employment law obligations.

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7. REVIEW AND ISSUE CONTROL

This summary has been prepared carefully to reflect the facts as presented and discussed during the disciplinary hearing on 12 April 2026. It is intended for inclusion in the employee's HR file and for review by relevant management personnel.

Before any issuance or filing, the employer is advised to verify the completeness and accuracy of this record and to confirm accordance with internal disciplinary procedures. Specialist advice should be sought where there are risks relating to protected rights or potential dismissal.

Any amendments or additional evidence should be documented with date and author noted accordingly to maintain a clear audit trail.

8. AMENDMENT LOG

No amendments have been made to this document since initial preparation on 14 July 2026.