

242810 Manage Expenditure against a budget

Purpose of this Unit Standard

This Unit Standard specifies the knowledge and skills required to manage a budget within the organisation. This Unit Standard is intended for junior managers of organisations.

The qualifying learner is capable of:

- Explaining the concept of budgeting pertinent to an area of responsibility.
- Determining the elements of a budget relevant to an area of responsibility.
- Monitoring and controlling actual expenses (and revenue), against projected budget.

Learning Assumed To Be In Place And Recognition Of Prior Learning

Learners should be competent in Communication and Mathematical Literacy at NQF Level 3.

Outcomes

SO1: Explain the concept of budgeting pertinent to an area of responsibility.

SO2: Determine the elements of a budget in an area of responsibility.

SO3: Monitor and control actual expenses against budget.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
242810	NQF Level 4	6	Manage Expenditure against a budget

Duration: Half-day



Content

Outcome 1

Explain the concept of budgeting pertinent to an area of responsibility

- The concept of a budget is explained with reference to expenditure in an area of responsibility.
- The budgeting technique employed is explained by means of worked examples.

Outcome 2

Determine the elements of a budget in an area of responsibility

- The elements of the budget are identified for the resources required to meet the objectives.
- Internal and external constraints on a budget are identified in terms of an own organisational context.

Outcome 3

Monitor and control actual expenses against budget

- Actual expenses are monitored according to Standard Operating Procedures.
- Variances are identified and corrective measures are proposed and/or taken according to Standard Operating Procedures.

<https://www.stafftraining.co.za/workshops/242810-manage-expenditure-against-a-budget>



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