252040 Manage the finance of a unit

Purpose of this Unit Standard

This unit standard is intended for managers in all economic sectors. These managers would typically be second level managers such as heads of department, section heads or divisional heads, who may have more than one team reporting to them.

The qualifying learner is capable of:

- Demonstrating an understanding of the key concepts of managerial finance.
- Interpreting financial statements.
- Drafting financial forecasts.
- Drafting budgets according to operational plans of the unit.
- Supervising the financial management of a unit against given requirements.

Learning Assumed to be in Place and Recognition of Prior Learning

- Communication at NQF Level 4
- Mathematical Literacy at NQF Level 4
- Computer Literacy at NQF Level 4

Outcomes

SO1: Demonstrating an understanding of the key concepts of managerial finance
SO2: Interpret financial statements
SO3: Describe and prepare financial forecasts
SO4: Draft budgets according to the operational plan of the unit
SO5: Supervise financial management of a unit against given requirements

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
252040	**Level 5**	**8**	**Manage the finances of a unit**

SETA Accredited

Duration: 2-Days

Content

Outcome 1 Demonstrating an understanding of the key concepts of managerial finance	• The accounting cycle is explained by means of a diagram. • The role of budgeting and forecasting in the strategic planning process is explained with reference to the manager's specific organisational context. • The accounting conventions applied in the financial management of a unit are explained with examples. • The financial reports published by the manager's entity are explained with examples
Outcome 2 Interpret financial statements	• Financial statements are analysed, using data sources identified and evaluated for authenticity and accuracy. • The ratios are applied to measure the profitability and liquidity of an entity. • The ratios are applied to measure the working capital and asset utilisation of an entity. • The ratios are applied to measure the return of an entity. • Recommendations are made regarding the profitability of, liquidity, working capital, return and resource utilisation by the entity using the results obtained from the application of the ratios.
Outcome 3 Describe and prepare financial forecasts	• The types and formats of financial forecasts are identified with examples. • Sources of financial forecasts are identified as per the entity's standard practice. • Factors in preparing financial forecasts are outlined in line with entity's standard operating procedures. • Relevant factors are incorporated in the preparation of financial forecasts. • Financial forecasts are analysed to determine viability against the entity's requirements.
Outcome 4 Draft budgets according to the operational plan of the unit	• Budget plans are linked to operational objectives. • Operational objectives are established in line with the unit's strategic plan. • The budget is formulated according to standard operating procedures. • Drafted budget is reviewed, reflected on and modified to ensure alignment to the operational plan of the unit.
Outcome 5 Supervise financial management of a unit against given requirements	• Monitoring systems are agreed and adhered to, according to standard operating procedures. • Expenditure reports are monitored for the year for each team within the unit against given criteria. • Corrective actions are implemented where necessary in accordance with the entity's policies and procedures.