

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Work Effectively in Accounting and Finance
Unit Reference Number:	A/507/5296
Level:	Level 2
Credit Value:	2
Minimum GLH:	20

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the accounting or payroll function within an organisation	1.1 Describe the role of accountancy or payroll and other financial functions within the business
	1.2 Describe the contribution of those in accounting or payroll and other financial roles to maintaining the smooth running, solvency and legal compliance of an organisation
	1.3 Identify your appropriate reporting lines within your working environment.
	1.4 Outline any organisational policies and procedures that affect your work
2. Demonstrate a range of effective communication skills	2.1 Demonstrate a level of numeracy and literacy skills appropriate to your role within the organisation
	2.2 Present information in appropriate formats and within organisational guidelines for: a) Informal business report (including diagrams) b) Letter c) Email or memo
3. Work independently or as part of a team.	3.1 Plan and manage your own workload effectively and prioritise tasks

	3.2	Assess the impact that the completion or non-completion of your work can have on colleagues
	3.3	Resolve or refer conflicts or dissatisfaction within your working environment
4. Develop skills and knowledge to meet personal and organisational needs	4.1	Describe the importance of continuing professional development and identify your own development needs and objectives
	4.2	Monitor and review your own development needs and objectives