

Open Awards Qualification Unit



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1 Unit Details

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| 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): |
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| 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: <ul style="list-style-type: none"> 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 |

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| | 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 |