

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge International Diploma in Management
Professional Level

MANAGING FINANCE

4175/01

4248/01

Core Module

Valid between 1 January 2005 and 31 December 2005

READ THESE INSTRUCTIONS FIRST

You should read the assignment carefully.

It is important to complete the **Assignment Cover Sheet** when you have finished your work. You must complete the details and sign the declaration to confirm that the assignment is all your own work and your tutor must sign to verify that it is your own work.

The length of the assignment must be no more than 3000 words.

This document consists of **2** printed pages.



Managing Finance – Core Module

Title: Using Finance as a Management Tool

Your start point for undertaking this assignment is to familiarise yourself with the syllabus for this module and the associated assessment objectives and competence criteria.

For this assignment you should work with your own organisation or one that is familiar to you. Describe the organisation, its purpose, products and/or services and the department or project you work for (or the department/project you have selected). This assignment requires you to study the financial documents and processes at departmental level. However, should your organisation generate such documents at a level other than departmental then your study could focus on this. In your assignment, clearly describe the level you have selected.

Using your department or project, obtain all the relevant financial data from the current or previous accounting period, including budgets, their types, as well as details of the budget planning cycle, balance sheets and profit and loss statements. Analyse these, differentiating between fixed and variable costs and explaining variances as well as exploring why they might occur. Produce a summary report on the financial performance, including relevant financial ratios of your department or project.

Describe any key issues that are likely to arise over the next accounting period, including any strategic, operational or financial changes and how these could affect the financial situation of your department or project. Using all the information you have obtained, devise a budget and cash flow forecast for the next accounting period. Show how the significance of any variance will be measured.

Produce a summary report describing the role that finance plays in your area of responsibility, your analysis of the current or previous accounting period and your financial statements for the next period, justifying your budgetary requirements as well as the assumptions that you make.

Present your report to your manager or other suitable person and obtain their feedback. Reflect on their comments and amend your financial documents accordingly. Identify and explain any changes that you make.

You must include in your assignment all documentation, notes and materials generated from each stage of the study.

You are not expected to include confidential information on your organisation, its personnel or performance.

In writing the report, you should adopt an appropriate business format and show how knowledge and understanding of managing finance have been applied in line with the module syllabus.

Indicate the number of words used at the start of your assignment report.

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