

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

MANAGING FINANCE

4248/01

Core Module

Valid between 1 January 2006 and 31 December 2006

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. Marks will be deducted from assignments that exceed the word limit.

This document consists of **3** printed pages.



Managing Finance – Core Module

Title: Financing a Department or Project

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). If your chosen organisation develops financial statements at a level other than department or project, you may use this level as a focus for your study.

In general terms, explain the importance of effective financial management to each department or section of this organisation and describe the various ways in which financial management can be undertaken. Differentiate between for-profit and not-for-profit organisations. Also explain the different types of budgeting techniques and the concept of budget planning cycles.

Using your department or project, obtain all the relevant financial data from the current or previous accounting period, including budgets, balance sheets as well as profit and loss statements. Analyse this data, differentiating between fixed and variable costs. Identify variances and explain why these may have occurred. Produce a summary report on the financial performance including relevant financial ratios of your department or project.

Identify any key issues or changes that are likely to arise over the next accounting period and explain how these could affect the financial situation of your department or project. Taking these issues into account, 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 selected area, your analysis of the current or previous accounting period and your financial statements for the next period. Justify your budgetary requirements as well as any assumptions that you make.

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

You must include in your assignment report 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.

At the start of your assignment report, indicate the number of words used which should not exceed the maximum permitted total of 3000.

Permission to reproduce items where third-party owned material protected by copyright is included has been sought and cleared where possible. Every reasonable effort has been made by the publisher (UCLES) to trace copyright holders, but if any items requiring clearance have unwittingly been included, the publisher will be pleased to make amends at the earliest possible opportunity.

University of Cambridge International Examinations is part of the University of Cambridge Local Examinations Syndicate (UCLES), which is itself a department of the University of Cambridge.