

**Specification of Competency Standards**  
**for the Automotive Industry**  
**Unit of Competency**

Functional Area - Corporate Management

Title	Implement financial management
Code	108560L4
Range	In operation management workplaces of the automotive industry, practitioners should be able to effectively implement financial management plans to control expenditure and prepare budget, report and evaluate information/data relating to cost, expenditure and profits, as to enhance cost effectiveness of the management of the outlet/organisation.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Financial Management)</p> <ul style="list-style-type: none"> <li>• Good understanding of accounting knowledge for limited liability company.</li> <li>• Master the organisation's principle and procedure of internal audit.</li> <li>• Good understanding of the concept of financial management, including the knowledge of foreign currencies.</li> <li>• Good understanding of the concept of risk management.</li> <li>• Master the Government's tax policy on vehicles.</li> <li>• Good understanding of the application of information technology.</li> </ul> <p>2. Performance (Implement industry-related financial management)</p> <ul style="list-style-type: none"> <li>• Compile comprehensive financial statement, including: <ul style="list-style-type: none"> <li>○ Comprehensive balance sheets</li> <li>○ Comprehensive profit and loss statements</li> <li>○ Comprehensive cash flow statements</li> </ul> </li> <li>• Control expenditure, such as: <ul style="list-style-type: none"> <li>○ Staff expenses</li> <li>○ Wear and tear</li> <li>○ Daily expenses of the outlet / organisation</li> </ul> </li> <li>• Conduct internal audit for the organisation.</li> <li>• Estimate risks and returns, such as the risks and returns of foreign currencies.</li> <li>• Analyse financial data and set budget, such as: <ul style="list-style-type: none"> <li>○ Set budget for the outlet/organisation <ul style="list-style-type: none"> <li>▪ Set budget according to the business turnover and expenditure of the previous year</li> <li>▪ Set annual business turnover and estimate expenditure</li> </ul> </li> <li>○ Compile business turnover reports: <ul style="list-style-type: none"> <li>▪ Weekly estimates on business turnover</li> <li>▪ Submit weekly business turnover report</li> <li>▪ Submit report on the accumulated business turnover for the current month</li> <li>▪ Compare the business turnover with that of last month/last season/last year</li> <li>▪ Compare the estimated business turnover</li> </ul> </li> </ul> </li> <li>• Apply information technology on financial management.</li> <li>• Effectively implement risk management.</li> </ul>
Assessment Criteria	The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall be:

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	<ul style="list-style-type: none"><li>• Capable of grasping the account, financial budget and internal audit of the organisation; and</li><li>• Capable of adopting information technology and risk management on financial management to effectively implement the financial management plan so as to enhance cost effectiveness of the management of the outlet/organisation</li></ul>
Remark	