

Unit of Competency**Functional Area: Finance**

Title	Manage cash flow
Code	105310L5
Range	The unit of competency is applicable to practitioners in the import and export industry to manage cash flow. The tasks involve conducting cash budget, using tactics to improve cash flow, and monitoring cash flow.
Level	5
Credit	7 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Describe cash flow management <ul style="list-style-type: none"> • Employ relevant the tools (e.g., cash budget) to manage cash flow • Apply the concepts of cash budget and cash flow management to improve cash flow 2.1. Conduct cash budget <ul style="list-style-type: none"> • Collect relevant information on future cash receipts and payment • Present the detailed expected cash flows month-by-month 2.2. Improve cash flow <ul style="list-style-type: none"> • Use tactics (e.g., collect receivables quickly) for one-time boosts to cash flow • Use tactics (e.g., reduce expenditures) to improve short-term cash flow • Use tactics (e.g., develop effective product mix) to improve long-term cash flow 3. Monitor cash flow <ul style="list-style-type: none"> • Obtain accurate and timely information on expected cash receipts and payment • Track daily cash receipts and payments to monitor cash movements • Take actions to control expenses against budget • Liaise with suppliers or vendors for favoured credit period
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of conducting cash budget • Capable of using tactics to improve cash flow • Capable of monitoring cash flow
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