

Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency

Functional Area - Financial Management

Title	Write financial and audit reports of manufacturing industries
Code	106596L5
Range	This unit of competency is applicable to finance/ audit department of corporation of Manufacturing Technology Industry. Practitioners should be capable to apply correct reporting format, arrange writing financial and audit reports of manufacturing industries, including financial statements, corporate internal audit reports, risk and return analysis reports and financial budget report etc.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand relevant knowledge of writing financial and audit reports of manufacturing industries</p> <ul style="list-style-type: none"> • Know the commonly used words and proper nouns of manufacturing technology • Understand the content focus, purpose and required information of financial report of manufacturing industry • Understand the format of financial report of manufacturing industry • Understand the concept of financial management <p>2. Writing financial reports of manufacturing industries</p> <ul style="list-style-type: none"> • With corporate resources, collect and review relevant financial information, arrange financial and audit report writing • Use the correct format for reporting, writing all kinds of manufacturing financial reporting, such as financial statements, corporate internal audit reports, risk and return analysis, and financial budget reports • Use charts to enhance and enrich the contents of various reports, such as bar charts, histograms, pie chart, circular charts and flowcharts etc. <p>3. Professional handling of writing financial and audit reports of manufacturing industries</p> <ul style="list-style-type: none"> • Ensure the provided financial information / data is accurate • Prevent any abuse or corruption through the financial and audit reports
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to collect and review relevant financial information, arrange financial and audit report writing with corporate resources, and also ensure the provided financial information / data is accurate
Remark	