

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Financial Management

Title	Apply knowledge of accounting
Code	107256L4
Description	Prepare a systematic record for the corporate budget, production or business activities as financial and cost indicators as reference materials for business decision making.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand the basic concepts and procedures of accounting <ul style="list-style-type: none"> • Follow the principles of accounting • Understand the relationship between the billing program, the type of book, the format and the book 2. Calculate the accounting items <ul style="list-style-type: none"> • Calculate and prepare expenditure accounts • Regularly record the balance sheet 3. Exhibit professionalism <ul style="list-style-type: none"> • With professional attitude and in line with the requirements of the accounting statements, provide real information for the users.
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • Understand the contents of accounting, principles and procedures • Perform basic accounting project calculations
Remark	