

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Financial Management

Title	Improve the daily accounting process of e-business
Code	107259L4
Description	Apply methods of improving daily financial process and management for the corporate e-business.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand the principles and common mistakes of accounting financial processing <ul style="list-style-type: none"> • Understand the accounting procedures to provide correct, timely and complete accounting information. • Simplify the processing process and improve the efficiency of accounting with quality assurance maintained. • Understand (e- business) financial processing process common mistakes and to avoid the problems. 2. Improve the main processing of accounts and bookkeeping <ul style="list-style-type: none"> • Record transactions by double entry method • Understand the form of purchase / sale / return • Flexible use of multi-column diary etc. 3. Exhibit professionalism <ul style="list-style-type: none"> • Handle the accounts in a rigorous manner to avoid any errors.
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • Master the concept, principles and processes of the daily accounting financial process of e-busines and propose improvement methods.
Remark	