

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Financial Management

Title	Optimize the structure of e-business finance department
Code	107268L6
Description	Review the posts in the finance department and analyze the functions of the staff. Reduce the overlapping of functions and saving costs.
Level	6
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the infrastructure of the finance department</p> <ul style="list-style-type: none"> • Prescribe the choice of various positions of the finance department • Optimize the financial organization structure • Consolidate functions of the same position • Ensure that the staff can complement each other. Ensure the low working efficiency of individual employee would not affect the overall performance of the finance department. <p>2. Improve corporate financial management</p> <ul style="list-style-type: none"> • Apply appropriate financial software to improve work efficiency • Regularly monitor the efficiency of each position • Integrate financial processes • Improve the financial processing control method <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the financial department structure could meet the interests of corporate.
Assessment Criteria	<p>The integrated outcome requirement of this UoC is the ability to:</p> <ul style="list-style-type: none"> • Master the e-business financial department structure. • Optimize the structure of the finance department and improve the financial management of the corporate.
Remark	