

Managing People and Systems

ACCA CERTIFIED ACCOUNTING TECHNICIAN EXAMINATION

ADVANCED LEVEL

FRIDAY 8 JUNE 2007

QUESTION PAPER

Time allowed **2 hours**

ALL FIVE questions are compulsory and **MUST** be answered

Do not open this paper until instructed by the supervisor

This question paper must not be removed from the examination hall

The Association of Chartered Certified Accountants

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Paper



ALL FIVE questions are compulsory and MUST be attempted

1 Many different types of activity are carried out in a typical organisation. Many of these activities can be grouped into broad functional areas within the organisation structure.

Required:

(a) **Identify and fully explain any two broad functional areas within an organisation.** (10 marks)

(b) **Briefly explain any five factors which might influence the way in which an organisation is structured.** (10 marks)

(20 marks)

2 An integrated system links together the different elements of an accounting package such as sales, purchases and stock.

Required:

(a) **Explain four potential benefits of an integrated system.** (10 marks)

(b) **Identify and briefly explain five key outputs from a computerised sales ledger system.** (10 marks)

(20 marks)

3 There are different levels of management in most organisations. The supervisor is the first level of management.

Required:

(a) **Explain four key features of supervision.** (8 marks)

(b) **With reference to appropriate theories, identify and fully explain three key differences between management and leadership.** (12 marks)

(20 marks)

4 Interpersonal skills are skills used in the interactions and relationships between two or more people.

Required:

(a) **State and briefly explain five examples of interpersonal skills.** (10 marks)

(b) **State and briefly explain five examples of where interpersonal skills are important in an organisation.** (10 marks)

(20 marks)

5 A safe and healthy working environment is an important part of maintaining the health and safety standards promoted by the International Labour Organisation.

Required:

(a) Give five examples of costs that might be incurred by an organisation as a consequence of accidents or illness within the workplace. (10 marks)

(b) Identify and briefly explain five key factors which can contribute to a safe and healthy working environment. (10 marks)

(20 marks)

End of Question Paper