# Managing People and Systems

ACCA CERTIFIED ACCOUNTING TECHNICIAN EXAMINATION

ADVANCED LEVEL

**FRIDAY 8 JUNE 2007** 

# **QUESTION PAPER**

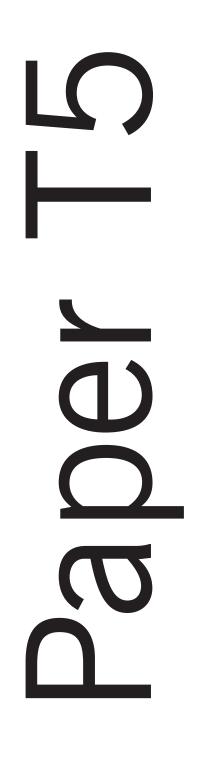
Time allowed 2 hours

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





### 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)

(a)	Give five examples of costs that might be incurred by an organisation as a consequence of accider within the workplace.	nts or illness (10 marks)
(b)	Identify and briefly explain five key factors which can contribute to a safe and healthy working en	<b>nvironment.</b> (10 marks)
		(20 marks)
	End of Question Paper	

A safe and healthy working environment is an important part of maintaining the health and safety standards promoted

by the International Labour Organisation.

Required: