

Certified Accounting Technician Examination
Advanced Level

Managing People and Systems

Friday 6 June 2008

Time allowed: 2 hours

ALL FIVE questions are compulsory and MUST be attempted.

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

Paper T5

The ACCA logo consists of the letters 'ACCA' in a bold, white, sans-serif font, centered within a solid black square.

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1 Organisations operate within a regulatory framework set by government which is very broad in scope and deals with a range of specific issues.

Required:

(a) Explain four principal aims of the government regulation of business. (8 marks)

(b) Identify and explain, with the use of examples, any four key areas in which an organisation is affected by government legislation and regulation. (12 marks)

(20 marks)

2 Cash is a significant asset for many businesses and the control of cash is of prime importance.

Required:

(a) Outline three key objectives for the control of cash in any cash system. (6 marks)

(b) Identify any two types of cash system and in each case recommend three forms of control that should be included in a detailed control procedure. (14 marks)

(20 marks)

3 A leader is someone who exercises influence over other people. There are many different leadership models and theories which try to explain the process of leadership.

Required:

(a) Outline three classifications of the theories, or 'schools' of leadership. (9 marks)

(b) Explain the Hersey and Blanchard situational leadership model. Your explanation should include a description of the four leadership styles identified within the model. (11 marks)

(20 marks)

4 The effective employee needs to know exactly what their job entails and needs to be very familiar with the work methods and practices of their organisation.

Required:

(a) Explain the purpose of a job description and outline any four sections that might be included within it. (10 marks)

(b) Identify and briefly explain five factors that affect the work methods and practices employed in an organisation. (10 marks)

(20 marks)

5 Required:

- (a) Explain why emergency procedures are important and outline four key areas that you would expect to see included in an organisation's emergency procedures. (10 marks)
- (b) Explain why accident reporting procedures are important and outline three important steps that you would expect to see included in an organisation's accident reporting procedures. (10 marks)

(20 marks)

End of Question Paper