



UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS  
Cambridge International Diploma in Management  
Professional Level

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**MANAGING FINANCE**

**4248/01**

Core Module

**Valid between 1 January 2007 and 31 December 2007**

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**READ THESE INSTRUCTIONS FIRST**

You should read the assignment carefully.

It is important to complete the **Assignment Cover Sheet** when you have finished your work. You must complete the details and sign the declaration to confirm that the assignment is all your own work and your tutor must sign to verify that it is your own work.

The length of the assignment must be no more than 3000 words. Marks will be deducted from assignments that exceed the word limit.

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This document consists of **3** printed pages.



## **Managing Finance – Core Module**

### **Title: Finance: The Manager's Role**

Your start point for undertaking this assignment is to familiarise yourself with the module syllabus and the associated assessment objectives and competence criteria so that your understanding and application of them will feature in your submitted report.

For this assignment you should work with your own organisation or one that is familiar to you. Describe the organisation, its purpose, products and/or services and the department or project you work for (or the department/project you have selected) and your involvement with it. However, if your organisation develops financial statements at a level other than department or project, you may use this level as a focus for your study.

Using your selected department or project as a focus, describe in general terms the importance of effective financial management to the organisation. Indicate how the financial management of your chosen department or project impacts on the success of the department or project and on the organisation as a whole.

Obtain all the relevant financial data from the current or previous accounting period for your department or project. These should include:

- Approaches to budgeting
- Budget planning cycle
- Balance sheets
- Profit and Loss statements
- Cash flow statements

Analyse these, differentiating between fixed and variable costs. Explain variances and explore why they might have occurred. Critically appraise the type of budget currently used in your department or project. Assess the efficiency and effectiveness of these financial practices.

Produce a summary report on the financial performance, including relevant financial ratios of your department or project.

Identify the objectives of your department or project for the next accounting period. Make a note of any key issues that may arise during this period and explain how these could impact on the financial situation of your department or project. Using all the information that you have obtained, devise a budget and cash flow forecast for the next accounting period. Show how the significance of any variance(s) will be measured and clearly indicate any assumptions that you make.

Produce a summary report describing your analysis of the current or previous accounting period and your financial statements for the next period. Justify your budgetary requirements from both a financial and operational perspective.

Present your report to your manager or other appropriate person and obtain their feedback. Reflect on their comments and amend your financial forecasts and budgetary requirements accordingly. Identify and explain any changes that you make.

You must include in your assignment report all documentation, notes and materials generated from each stage of the study.

You are not expected to include confidential information on your organisation, its personnel or performance.

In writing the report, you should adopt an appropriate business format and show how knowledge and understanding of managing finance have been applied in line with the module syllabus.

At the start of your assignment report, indicate the number of words used, which should not exceed the maximum permitted total of 3000.