

STATEMENT OF WORK EXPERIENCE/LOGBOOK

Instructional Programme Code:	50904418 National N Diploma: Financial Management
SAQA Qualification ID:	90674: National N Diploma, NQF Level 6, 360 credits
SAQA Learning Programme ID:	67040 National N Diploma: Financial Management NQF Level 6, 360 credits

Learner Details	
Name & Surname:	
ID Number:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

Financial Management: Compulsory subjects:
<ul style="list-style-type: none"> • Financial Accounting • Cost and Management Accounting • Computerised Financial Systems
Additional:
<ul style="list-style-type: none"> • Workplace Competencies

Financial Accounting

WM-01	Cash Payments		
	Scope Work Experience	Date	Signature
WA0101	Receiving and sorting source documents for payments made		
WA0102	Capture payments onto accounting system		
WA0103	File source documents		
	Supporting Evidence	Date	Signature
SE0101	Financial source documents		
SE0102	Reports on deviations		
SE0103	Emails to clients, customers and suppliers		
WM-02	Cash Receipts		
	Scope Work Experience	Date	Signature
WA0201	Receiving and sorting source documents from money received (invoices, receipts)		
WA0202	Capture payments onto accounting system		
WA0203	File source documents		
	Supporting Evidence	Date	Signature

SE0201	Financial source documents		
SE0202	Reports on deviations		
SE0203	Emails to clients, customers and suppliers		
WM-03	Bank Reconciliation		
	Scope Work Experience	Date	Signature
WA0301	Retrieve the bank statement		
WA0302	Enter closing bank balance into accounting system		
WA0303	Verify all payments on bank state to payments in the cashbook		
WA0304	Verify all receipts on bank statement is reflected in cashbook		
WA0305	Verify all outstanding cheques are accounted for in the accounting records - Document reconciling items (cheques not cashed) in the bank reconciliation		
WA0306	Total the cashbook receipts and cashbook payments, and post to the bank account in the general ledger;		
WA0307	Clear any remaining amounts from the previous month's reconciliation statement and carry forward any unresolved amounts to the current month's reconciliation statement		
WA0308	Present completed Bank Reconciliation with Bank Statement at the end of the month to your Supervisor		
	Supporting Evidence	Date	Signature
SE0301	Financial source documents		
SE0302	Reports on deviations		
SE0303	Emails to clients, customers and suppliers		
WM-04	Processing payments made to Creditors & Reconciling Creditors		

	Scope Work Experience	Date	Signature
WA0401	Match invoices with purchase order		
WA0402	Capture invoice on system		
WA0403	Filing of invoices		
WA0404	Prepare a full creditors reconciliation per supplier between system and supplier statement		
WA0405	Prepare a payment proposal with supporting documents; and print out Age Analysis for Supervisor		
	Supporting Evidence	Date	Signature
SE0401	Financial source documents		
SE0402	Reports on deviations		
SE0403	Emails to clients, customers and suppliers		
WM-05	Managing Petty Cash		
	Scope Work Experience	Date	Signature
WA0501	Keep record of petty cash – who requested petty cash, what was requested and what for.		
WA0502	Weekly balancing of petty cash register		
WA0503	Monthly entry of petty cash into system		
WA0504	Detailed monthly report of individual petty cash transactions and balances		
	Supporting Evidence	Date	Signature
SE0501	Financial source documents		
SE0502	Reports on deviations		

SE0503	Emails to clients, customers and suppliers		
WM-06	Stock Taking/asset management		
	Scope Work Experience	Date	Signature
WA0601	Manage the asset register		
WA0602	Maintain records relating to capital acquisition and disposal		
WA0603	Disclose property, plant and equipment in the financial statements at year-end.		
WA0604	Report any differences between stock on file (on hand) and stock in the warehouse to Supervisor		
	Supporting Evidence	Date	Signature
SE0601	Asset register		
SE0602	Reports on deviations		
SE0603	Stock control register		
WM-07	Reconcile supplier statements		
	Scope Work Experience	Date	Signature
WA0701	Process receipts and payments		
WA0702	Enter records in an analysed cash book for both cash and bank entries		
WA0703	Check invoices received against orders		
WA0704	Record debtors and creditors		
WA0705	Prepare a bank reconciliation statement		
WM0706	Reconcile supplier statements.		
	Supporting Evidence	Date	Signature

SE0701	Financial source documents		
SE0702	Reports on deviations		
SE0703	Emails to clients, customers and suppliers		
WM-08	VAT calculations and returns		
	Scope Work Experience	Date	Signature
WA0801	Apply the rules and rates of VAT to the transactions of a small business		
WA0802	Calculate VAT amounts as well as VAT inclusive and VAT exclusive amounts for various transactions;		
WA0803	Set up and maintain VAT records		
WA0804	Complete VAT returns for both cash and credit transactions		
	Supporting Evidence	Date	Signature
SE0801	VAT Control Account		
SE0802	VAT Calculation		
SE0803	Completed VAT 201		
WM-09	Assisting in the preparation for an internal audit		
	Scope Work Experience	Date	Signature
WA0901	Tests, as specified in the audit plan, are correctly conducted, the results properly recorded and conclusions validly drawn		
WA0902	Clear concise draft reports relating to the audit assignment are prepared and submitted for review and approval in accordance with organisational procedures		
WA0903	Confidentiality and security procedures are followed		

	Supporting Evidence	Date	Signature
SE0901	Audit plan		
SE0902	Checklists		
SE0903	Report on audit		
WM-10	Prepare Financial Statements for applicable company/ies		
	Scope Work Experience	Date	Signature
WA1001	Cash flow statement		
WA1002	Statement of Comprehensive income		
WA1003	Statement of financial position		
WA1004	Statement of changes in equity		
	Supporting Evidence	Date	Signature
SE1001	Financial statements		
SE1002	Reports		

Cost and Management Accounting

WM-01	Job costing		
	Scope Work Experience	Date	Signature
WA0101	Calculate the total production, administration, selling and distribution costs of a product;		
WA0102	Carry out a simple break-even analysis;		
WA0103	Calculate a selling price by using the mark-up or the margin;		
	Supporting Evidence	Date	Signature

SE0101	Terms of reference		
SE0102	Submission documents		
SE0103	Quotations received		
SE0104	Assist in the calculation of raw materials		
WM-02	Controlling inventory and overhead costs		
	Scope Work Experience	Date	Signature
WA0201	Record and analyse information with respect to allocation, apportionment and absorption of overhead costs		
WA0202	Establish overhead costs in accordance with the organisation's procedures		
	Supporting Evidence	Date	Signature
SE0301	Calculations made		
WM-03	Budgeting and standard costing		
	Scope Work Experience	Date	Signature
WA0301	Prepare selected components of a master budget from information provided		
WA0302	Calculate standard cost by utilising the cost of direct materials, direct labour, and overhead per unit		
WA0303	Develop and monitor an allocated budget		
	Supporting Evidence	Date	Signature
SE0101	Calculations made		
SE0102	Budget		
WM-04	Contract costing		
	Scope Work Experience	Date	Signature

WA0401	Maintain contract ledger with contract accounts		
WA0402	Keep control of the following: <ul style="list-style-type: none"> o Material Cost o Labor Cost o Direct Expenses o Overheads o Sub- Contract Cost o Cost of Extra Work. 		
	Supporting Evidence	Date	Signature
SE0401	Contract ledger		
SE0402	Costing analysis		
WM-05	Cost control		
	Scope Work Experience	Date	Signature
WA0501	Compile an income statement using marginal cost accounting		
WA0502	Compile an income statement using absorption cost accounting		
	Supporting Evidence	Date	Signature
SE0501	Income statement		

Computerised Financial Systems

WM-06	Create an income statement and balance sheet by setting parameters of chosen computerised accounting system		
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	Scope Work Experience	Date	Signature
WA0601	Use data obtained from financial statements to calculate and interpret the following information: <ul style="list-style-type: none"> • Gross profit percentage • Net profit percentage • Rate of profitability determined on total capital investment • Rate of liquidity: <ul style="list-style-type: none"> ○ working capital ratio ○ Acid test ratio • Stock turnover • Average collection period of debtors • Debtor's turnover • Average payment period of debtors 		
WA0602	Draw up a labour cost analysis spreadsheet		
WA0603	Draw up a labour cost statement		
WA0604	Draw up a contract cost account in the general ledger		
WA0605	Draw up a contract cost statement		
WA0606	Present break-even quantities on spreadsheet		
WA0607	Present break-even values on spreadsheet		
WA0608	Make, print and interpret a graphic presentation of the break-even figures of given statements		
	Supporting Evidence	Date	Signature
SE0601	Source documents of work done		
WM-07	Set up parameters for a budget system in the computerised accounting system		
	Scope Work Experience	Date	Signature
WA0701	Load budget items Draw up and interpret a short term budget on a spreadsheet		

WA0702	Execute a yearly percentage increase of the budget using the computerised accounting system		
WA0703	Compare budget with actual figures		
WA0704	Transfer budget figures from an accounting package to a spreadsheet		
WA0705	Draw up and interpret a long term budget on a spreadsheet		
WA0706	Draw up a cash budget comparing actual and budgeted figures for every month		
WA0707	Draw up a sales budget comparing actual and budgeted figures for every month		
WA0708	Draw up a capital budget with actual and budgeted figures		
WA0709	Draw up a master budget		
	Supporting Evidence	Date	Signature
SE0701	Source documents of work done		

Workplace Competencies

WM01	Technology Applications: Knowledge of basic technology as it specifically relates to the financial services industry.		
	Scope Work Experience	Date	Signature
WA0101	Use spreadsheets and accounting software to maintain and update records		
WA0102	Use data bases and other computer management tools to manage office records		
WA0103	Demonstrate a proficiency in the use of financial software, including applications relating to accounting and monetary transactions		

WA0104	Understand the appropriate digital channels for exchanging electronic transaction information		
WA0105	Recognize appropriate techniques for storing and retrieving data		
WM02	Integrity – Displaying strong moral principles and work ethic.		
WA0203	Abide by a strict code of ethics and behaviour, even in the face of opposition.		
WA0104	Perform work-related duties according to laws, regulations, contract provisions, and company policies		
WA0105	Treat others with honesty, fairness and respect.		
WA0106	Make decisions that are objective and reflect the just treatment of others.		
WM03	Dependability and Reliability: Behaving consistently and predictably in fulfilling obligations		
WA0301	Showing up on time		
WA0302	Attending to details		
WA0303	Detecting errors		
WA0304	Complying with policies		
WA0305	Honouring commitments		
WA0306	Accountability		
WM04	Professionalism		
WA0401	Understand customer needs		

WA0402	Keep customers informed		
WA0403	Project a professional image of oneself and the organization.		
WA0404	Take pride in one's work and the work of the organization.		
WA0405	Take responsibility for completing one's own work assignments.		
WA0406	Diligently check work to ensure that all essential details have been considered.		