

Work effectively in accounting and finance

Mapping of your evidence to outcomes and criteria

| Title (and reference number) | | Work effectively in accounting and finance (skills) | | | |
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| Level 2 | | | | | |
| Learning outcomes – learners will: | | Assessment criteria – learners can: | | Your evidence* | Assessor (tick) |
| 1 | Understand the accounting or payroll function within an organisation | 1.1 | Explain the role of accounting or payroll and other financial functions within the business. | | |
| | | 1.2 | Identify the contribution of those in accounting or payroll and other financial roles to maintaining the smooth running, solvency and legal compliance of an organisation. | | |
| | | 1.3 | Identify your appropriate reporting lines within your working environment. | | |
| | | 1.4 | Recognise any organisation policies and procedures that affect your work. | | |
| 2 | Demonstrate a range of effective communication skills | 2.1 | Demonstrate a level of numeracy and literacy skills appropriate to your role within the organisation. | | |
| | | 2.2 | Present information in appropriate formats and within organisational guidelines for: <ul style="list-style-type: none"> informal business report (including diagrams) letter email or memo. | | |
| 3 | Work independently or as part of a team | 3.1 | Plan and manage your own workload effectively and prioritise tasks. | | |
| | | 3.2 | Identify the impact that the completion or non-completion of your work can have on colleagues. | | |
| | | 3.3 | Resolve or refer conflicts or dissatisfaction within your working environment. | | |

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| 4 | Develop skills and knowledge to meet personal and organisational needs. | 4.1 | Explain the importance of continuing professional development and identify your own development needs and objectives. | | |
| | | 4.2 | Monitor and review your own development needs and objectives. | | |

*You can use a number of different types of evidence to demonstrate your competence, for example a letter, excel spreadsheet, report or witness testimony. Your training provider will be able to give you guidance so it is important that you discuss it with them. As you may be referring to an individual piece of evidence more than once in your evidence summary you will need to cross reference all pieces of evidence by giving each a unique number and refer to page number, paragraph number etc. This number should be included in the evidence document name when you submit it.