

<b>Unit Title:</b>	<b>Administer finance</b>
OCR unit number:	36
Level:	2
Credit value:	4
Guided learning hours:	21
Unit reference number:	R/506/1890

## Unit aim and purpose

This unit aims to develop the knowledge and skills required to administer finance. Upon completion of this unit, learners will understand finance for administrators and will be able to administer finance.

Learning Outcomes	Assessment Criteria	Additional Guidance
<b>The Learner will:</b> 1 Understand finance for administrators	<b>The Learner can:</b> 1.1 Describe organisational hierarchy and levels of authority for financial transactions 1.2 Explain organisational systems for sales invoicing, purchasing, payments and receipts 1.3 Describe the use of a purchase order, invoice, receipts and expenses	
2 Be able to administer finance	2.1 Record income and expenditure in accordance with organisational policies and procedures 2.2 Process purchase orders, invoices or expenses in accordance with organisational policies and procedures 2.3 Process outgoing payments to the correct recipient 2.4 Accept or allocate incoming payments in accordance with organisational policies	

## Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

## Guidance on assessment

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Skills CFA Assessment Strategy Competence units (S/NVQ)

### National Occupational Standards (NOS) mapping/signposting

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The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at [www.ukstandards.co.uk](http://www.ukstandards.co.uk).

Occupational standards	Unit number	Title
Business & Administration (2013) National Occupational Standards		

### Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).