

Office Finance

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About this Publication:

Office Finance is useful to students who are currently involved in handling financial issues in any office environment. The aim of this module is to equip office employees with the necessary skills and knowledge to manage financial issues in the office relating to budgeting, buying and selling, wages and salaries, petty cash, banking and insurance.

The credit calculation is based on the assumption that students are already competent in terms of the following outcomes or areas of learning when starting to learn towards this section standard, namely:

- a senior certificate or equivalent NQF level 4 qualification;
- the ability to study independently and communicate effectively in the language of instruction; and
- the ability to perform basic arithmetic calculations.

The scope and context of this section focus on the business environment in all the economic sectors in South Africa.

This module will enable you to:

- understand the financial function of an organisation;
- understand the basic concepts of financial management;
- draw up and manage the office budget;
- manage the buying and selling activities in an office;
- manage the wages and salaries in an office;
- manage the petty cash in an office;
- understand the banking issues related to an organisation; and
- understand the basics of insurance in an organisation.

Contents Include:

Chapter 1: The financial function of an organisation

Chapter 2: The budget

Chapter 3: Buying and selling

Chapter 4: Wages and salaries

Chapter 5: Petty cash

Chapter 6: Banking

Chapter 7: Insurance