



**CERTIFIED ACCOUNTING TECHNICIAN
STAGE 1 EXAMINATION**

**S1.3: EFFECTIVE WORKING IN ACCOUNTANCY AND
FINANCE**

DATE: THURSDAY 27, APRIL 2023

INSTRUCTIONS:

- 1. Time allowed: 2 hours and 30 minutes.**
- 2. This examination has one section only: Section A.**
- 3. Section A has 50 compulsory multiple-choice questions equal to 2 marks each.**
- 4. The question paper should not be taken out of the examination room.**

SECTION A

QUESTION ONE

A primary objective of a finance function is to provide information to, or receive information from

Which of the following best complete the above sentence?

- A Suppliers and investors.
- B Department managers.
- C Stakeholders.
- D Customers and banks.

(2 Marks)

QUESTION TWO

Which one of the following statements is correct?

- A Line functions are directly involved in the main service-delivering or revenue-earning activity of the business.
- B Staff functions, exist to support the line functions in fulfilling their objectives.
- C Line functions directly fulfil the organization's primary purpose and objectives.
- D All of the above.

(2 Marks)

QUESTION THREE

Which one of the following statements is not correct?

- A Financial accounting is mainly concerned with the processing and recording of transactions and the production of financial statements for external stakeholders.
- B Management accounting is regulated by law.
- C Management accounting is mainly concerned with the production of financial reports to assist internal stakeholders in all the business's functions.
- D Management accounting is mainly concerned with the production of financial reports to assist managers in all the business's functions.

(2 Marks)

QUESTION FOUR

Statutory financial statements for companies are required by law, in particular to:

- i. Be presented in compliance with specific regulations;
- ii. Ensure that they represent a true and fair picture of the financial position of the company;
- iii. Be submitted to the relevant authorities;

Which one of the following is correct?

- A (i) and (iii)
- B (ii) only
- C (i) only
- D (i), (ii) and (iii)

(2 Marks)

QUESTION FIVE

The finance functions as a whole provide a service to all the other functions in the organization, by supporting them in the fulfilment of their objectives and, through them, the objectives of the organization as a whole. Therefore, of the finance function include all of the other functions in the organization.

Which of the following best complete the above sentence?

- A Staff
- B Clients
- C Managers
- D Directors

(2 Marks)

QUESTION SIX

By providing financial information to all functions and departments within an organization, those in accounting, payroll and other financial roles make an important contribution in different key areas.

- i. Legal compliance of the business;
- ii. Smooth running and efficiency of the business;
- iii. Working capital and solvency of the business;

Which one of the following is correct?

- A (ii) only
- B (ii) and (iii)
- C (i), (ii) and (iii)
- D (iii) only

(2 Marks)

QUESTION SEVEN

Which one of the following areas is regulated by the data protection and confidentiality of the law?

- A How the organization does business on data collected
- B How the organization treats its employees
- C A and B
- D None of the above

(2 Marks)

QUESTION EIGHT

Which one of the following is a reason why policies and procedures are put in place in an organization?

- A To support efficiency and compliance
- B To protect finance, property, information and other assets of the organization
- C To protect people
- D All of the above

(2 Marks)

QUESTION NINE

Occupational safety and health (OSH) at work is about the prevention of accidents and ill-health caused by working conditions and work practices.

Which one of the following cannot be covered by OSH policy within an organization?

- A Appointing a legal practitioner
- B Provision on personal protective equipment
- C Provision of first-aid and welfare facilities
- D Prohibition of smoking

(2 Marks)

QUESTION 10

Which one of the following information can be designated as confidential by law, organizational policy and professional codes of practice?

- A Financial information.
- B Personal data about employees.
- C Details of customers and suppliers.
- D All of the above.

(2 Marks)

QUESTION 11

Which one of the following information if disclosed, could be used for harmful purpose to the organization or its personnel?

- A New product plans.
- B Security procedures and codes.
- C Details of legal proceedings.
- D All of the above.

(2 Marks)

QUESTION 12

You are an Accountant of District Hospital and one of your tasks is bookkeeping. During a finance department meeting, you have heard the Director talking about the required skills for any person to perform his/or her duties.

Which one of the following skills is required for the bookkeeping?

- A Technical skills.
- B Interpersonal skills.
- C Soft skills.
- D None of the above.

(2 Marks)

QUESTION 13

In the workplace personal skills can help an employee to get along with colleagues, and other business relationships. These may include, communication skills, listening skills and personal qualities among others.

Which one of the following is part of personal qualities?

- A Respect and trust.
- B Responsibility, reliability and co-operation.
- C Initiative, creativity and problem solving.
- D All of the above.

(2 Marks)

QUESTION 14

You are an Accountant of a District Pharmacy, and recently attended a training session on “Corporate image of the organization”. The key take-away of the training was that written communications may be the first or only contact people have with them in a business situation and first impressions count. Therefore, a letter or an email is like an ambassador for you, your organization and your department.

Which one of the following are the absolute minimum requirements in a professional context while writing a message?

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- A Neatness.
- B Legibility.
- C A and B.
- D None of the above.

(2 Marks)

QUESTION 15

A person's appearance can be a part of conveying a image, in line with the organization's objectives, as well as conveying the individual's image.

Which of the following best complete the above sentence?

- A Organization
- B Corporate
- C Management
- D Personal

(2 Marks)

QUESTION 16

You are an Accountant of AYN Company Ltd and you are requested to review the invoices rejected by your department due to lack of supporting documents during the year 2022. Additional information given was that out of 20 invoices received, five of them were rejected. Note that 1,500 invoices were received during that period.

How many invoices were rejected in the year 2022?

- A 375.
- B 357.
- C 300.
- D None of the above.

(2 Marks)

QUESTION 17

You are working for ABD Company Ltd.; one of the distributors of hospital equipment's and you are requested to review the invoices to be issued to clients to ensure VAT is correctly calculated.

How much should be the VAT on a total invoice of FRW 9,897,050 taxes inclusive?

- A FRW 1,509,719
- B FRW 1,507,919
- C FRW 1,781,469
- D None of the above

(2 Marks)

QUESTION 18

You are working for NYB Pharmacy Ltd and you are requested to review the invoices to be issued to clients to ensure VAT is correctly calculated. While reviewing the invoices you came across with an invoice of FRW 15,000,000 taxes exclusive.

How much should be the VAT for that specific invoice?

- A FRW 2,288,136
- B FRW 2,281,836
- C FRW 2,700,000
- D None of the above

(2 Marks)

QUESTION 19

You are working for an IT company and you are in charge of reviewing invoices before they are issued to your clients. One of your colleagues asked you to confirm for him a VAT on a total invoice of FRW 28,583,100 taxes inclusive having one item worth FRW 5,000,000 exempted from VAT.

How much should be the VAT for that specific invoice?

- A FRW 4,360,134
- B FRW 3,597,422
- C FRW 4,244,958
- D None of the above

(2 Marks)

QUESTION 20

Business communication needs to be more planned, more formal and more efficient than everyday communication for different reasons.

Which one of the following is part of those reasons?

- A Avoid misunderstandings or communication failures,
- B Make best use of the time of all parties involved
- C Establish and maintain positive relationships with all stakeholders in the business
- D All of the above

(2 Marks)

QUESTION 21

Generally, organizations seek to communicate a consistent, coherent image to the outside world and, ideally, also one that reflects the corporate identity, self-image and style.

..... is an expression of how the organization wants to present itself in its communications.

Which of the following best complete the above sentence?

- A Organization style
- B House style
- C Corporate style
- D Communication style

(2 Marks)

QUESTION 22

You are working for a Manufacturing company and you are in charge of reviewing all the communications to different stakeholders of your company.

Which one of the following should be taken into account when creating clearer communications and fostering more effective working relationships?

- A Your purpose in writing,
- B The requirements of your target recipient or audience,
- C The structure of your communication and presentation of your material
- D All of the above

(2 Marks)

QUESTION 23

Which one of the following statements is not correct?

- A Pie charts are useful for showing or comparing magnitudes or sizes of items.
- B Bar charts are useful for showing or comparing magnitudes or sizes of items.
- C Pie charts are useful for showing the relative sizes of component elements of a total value or amount, represented by the 360 degrees of the circle.
- D Tables are a good way of organizing information.

(2 Marks)

QUESTION 24

Which one of the following statements is not correct?

- A Line graphs are useful for showing the relationship between two variables represented by the horizontal and vertical axes of the graph.
- B Line graphs are useful for demonstrating trends.
- C Line graphs are a good way of organizing information.
- D Line graphs could be used to highlight variations in work throughput.

(2 Marks)

QUESTION 25

..... perform the same function internally as a letter does in external communication by an organization. It can be used for reports or brief messages and any kind of internal communication that is most easily or clearly conveyed in writing.

Which of the following best complete the above sentence?

- A Emails
- B Reports
- C Memos
- D Notes

(2 Marks)

QUESTION 26

Which one of the following is the best reason of why you should not omit the subject line when sending an email?

- A The subject line is helpful in letting the recipient know whether the message is worth reading.
- B The subject line is helpful in letting the recipient know whether the message is high or low priority.
- C The subject line is helpful in letting the recipient know whether the message has been directed to the right person or needs to be forwarded.
- D All of the above.

(2 Marks)

QUESTION 27

Which one of the following is not part of the key principles of effective time management?

- A Team work
- B Focus
- C Organization
- D Urgency

(2 Marks)

QUESTION 28

You are working for a textile company where you advise on the best way to prioritize tasks within your organization. While determining the order in which tasks of equal urgency and importance should be completed you noted that some criteria have to be considered.

- i. Arrival time
- ii. Most nearly finished
- iii. Shortest task first or longest or most difficult first
- iv. Difficulty of handover

Which one of the following should be considered?

- A (iv) only
- B (i) and (ii)
- C (iii) and (iv)
- D All of the above

(2 Marks)

QUESTION 29

Which one of the following statements is correct in line with scheduling tasks?

- A Forward scheduling is useful for scheduling routine tasks.
- B Backward scheduling is useful for meeting deadlines and for complex tasks, where each stage depends on the timely completion of the previous stage.
- C Backward scheduling is applied by subtracting the estimated duration of each task from its deadline or completion time/date.
- D All of the above.

(2 Marks)

QUESTION 30

Which one of the following is not a must in any action plan?

- A Details of each task which is part of the project.
- B Expected and actual costs.
- C Start date of each task and completion date for each task.
- D Person responsible for each tasks.

(2 Marks)

QUESTION 31

In monitoring the organization's action plan, keeping copies of work plans and schedules, and any work request forms or other communications in which you are asked to perform tasks is essential for different reasons.

Which one of the following is part of the reasons to keep copies of work plans and schedules of work?

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- A Check that your work is on track with your current schedule
- B Review and keep track of original work requests, plans and priorities, as the situation changes and monitor the need for follow up action
- C Review your scheduling and workload management
- D All of the above

(2 Marks)

QUESTION 32

Which one of the following can be done by a manager when an employee reported difficulties in meeting a deadline?

- A Adjust plans, so that the employee will have more time
- B Provide the employee with additional resources, such as a colleague's time
- C Lighten employee's existing workload in order to free up time to meet the deadline
- D All of the above

(2 Marks)

QUESTION 33

Which one of the following is the meaning of reporting by exception?

- A Reporting on work progress and results, where this is routine or requested.
- B Seeking advice and assistance for decisions or actions beyond your competence to perform effectively.
- C Reporting when there has been some deviation or variance from the plan or budget.
- D None of the above.

(2 Marks)

QUESTION 34

You are working for a charitable organization and trying to understand the concept of team work in that organization and one of your colleagues gives you the following extract:

“People working together in organizations need to recognize their mutual obligations to each other, and their shared tasks and objectives. They need to recognize their roles and relationships with respect to each other, as determined by their position and function in the team and in the organization. They need to treat each other with mutual respect, within guidelines of acceptable and professional behavior. They need to resolve any differences and conflicts that may reduce personal and team effectiveness. That's what team work is all about”.

After reading the above extract, which one of the following can be considered as advantages of team work?

- A Inspiration
- B Motivation
- C Communication
- D All of the above

(2 Marks)

QUESTION 35

You have been recently appointed as Finance Director at KYA company. In your first meeting, you realized that the key expectation of the executive management is to see effective team work in your department.

Which one of the following will help you to get effective team work?

- A Clear shared objectives and performance feedback.
- B A mix and balance of people in the team.
- C Co-ordination, collaboration and communication.
- D All of the above.

(2 Marks)

QUESTION 36

Schedules and working methods must be set by the team leader or by among the group to ensure that the work of all members is coordinated and integrated.

Which of the following best complete the above sentence?

- A Negotiation
- B Communication
- C Collaboration
- D Coordination

(2 Marks)

QUESTION 37

What does assertive communication mean?

- A Being passive while communicating
- B Standing up for your own rights, needs and opinions without dismissing the rights, needs or opinions of others
- C Being aggressive while communicating
- D None of the above

(2 Marks)

QUESTION 38

Which one of the following can have an impact on your team if one team member failed to meet an agreed deadline for your project work?

- A Transfer of the work to other team members.
- B Frustration and disruption among team members.
- C Resentment, frustration and blame among team members.
- D All of the above.

(2 Marks)

QUESTION 39

The win-win model states that there are three basic ways in which a problem can be worked out.

Which one of the following is not part of the basic ways in which a conflict can be resolved?

- A Win-win
- B Lose-lose
- C Negotiation
- D Win-lose

(2 Marks)

QUESTION 40

A grievance is a formal complaint by an individual who feels that they are being wrongly or unfairly treated by a colleague or manager at work.

Which one of the following may be included in such complaint?

- A Harassment or bullying
- B Unfair or discriminatory treatment by managers due to race, gender or disability
- C An employee being given an unfair workload or unfairly appraised for promotion
- D All of the above

(2 Marks)

QUESTION 41

Which one of the following statement is not correct?

- A Training is a process of using learning experiences to achieve more effective performance in particular work activities or roles.
- B Training is a broader process of growth in knowledge and capabilities.
- C Continuing Professional Development is a systematic process of planning for the future and of gaining experience and training relevant to the directions in which employees want to develop both within the current job role and in future career progression.
- D Development is a broader process of growth in knowledge and capabilities.

(2 Marks)

QUESTION 42

The ongoing development of skills and knowledge has significant benefits for the trainees themselves, and for the organization in which they work.

Which one of the following is not a benefit for the employing organization?

- A Greater confidence and flexibility
- B Reduced cost of errors,
- C Reduced non-compliance with laws and regulations
- D Increased efficiency and productivity

(2 Marks)

QUESTION 43

Learning needs andgoals are highly specific to each individual and to particular work contexts and roles.

Which of the following best complete the above sentence?

- A Learning
- B Training
- C Career
- D Development

(2 Marks)

QUESTION 44

Which one of the following describes the requirements of the job holder?

- A Job description
- B Person specification
- C A and B
- D None of the above

(2 Marks)

QUESTION 45

Which one of the following criteria should be part of person specification?

- A Qualifications and experience
- B Communication and team work
- C Personal skills or attributes
- D All of the above

(2 Marks)

QUESTION 46

A common method of training employees is to provide support in the work place. One of the methods of on-the-job training is coaching where the trainee is put under the guidance of an experienced employee who shows the trainee how to do the job.

What should be the first stage before an employee undergo a personal training or development program?

- A Establishing learning targets.
- B Broadening the employee's knowledge and experience.
- C Setting up a competence framework.
- D Plan a systematic learning and development programme.

(2 Marks)

QUESTION 47

A group of managers are brought together to solve a real problem with the help of an adviser who explains the management process that actually happens.

Which one of the following is best described by the above statement?

- A Action learning
- B Assistant to positions
- C A and B
- D None of the above

(2 Marks)

QUESTION 48

Which one of the following is a reason for a regular monitoring and review?

- A To measure your progress towards your goal.
- B To identify any mistakes or weaknesses in your current performance.
- C To identify where your goals or plans were unrealistic and need adjustment.
- D All of the above.

(2 Marks)

QUESTION 49

Indicate the reason why you should involve or include your supervisor or line manager in your personal development plan.

- A To check if the learning activities selected are suitable and cost effective for the organization.
- B To Suggest learning methods and opportunities that you might not be aware of.
- C To recommend you for a training course, or provide access to publications, or appoint a coach or mentor.
- D All of the above.

(2 Marks)

QUESTION 50

Which one of the following statement is correct?

- A Personal development plan can be used to set specific criteria for measurement of your progress and attainment.
- B Personal development plan can be used to gain the co-operation of your supervisor or coach in reviewing your progress at defined intervals or times, and giving you helpful feedback on your progress and performance.
- C A and B.
- D None of the above.

(2 Marks)

End of question paper