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**CERTIFIED ACCOUNTING TECHNICIAN
STAGE 1 EXAMINATION
S1.3 EFFECTIVE WORKING IN ACCOUNTANCY
AND FINANCE
DATE: THURSDAY 29, MAY 2025**

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

Which one of the following statements is not correct?

- A A primary objective of a finance function is to provide information to, or receive information from, stakeholders
- B Internal stakeholders are those who work within the same organization
- C Internal stakeholders are those who do not work within the organization
- D Internal stakeholders can be employees and department managers

(2 Marks)

QUESTION TWO

Which one of the following statements is correct?

- A Stakeholders can be anyone who has an interest in an organization.
- B Stakeholders can be individuals or organizations, who are affected by the activities of the business.
- C A stakeholder can be defined as an individual or group of persons that has an interest in any decision or activity of an organization
- D All of the above

(2 Marks)

QUESTION THREE

Which one of the accounting sub-functions is mainly concerned with the processing and recording of transactions, and the production of financial statements for external stakeholders?

- A Management accounting
- B Financial accounting
- C A and B
- D None of the above

(2 Marks)

QUESTION FOUR

Which one of the following statements is not correct?

- A Management accounting is regulated by law
- B With management accounting managers can ask for whatever records and reports they think will be helpful to them
- C Management accountants perform activities such as cost analysis and cost control
- D Management accountants perform activities such as monitoring actual performance against budgeted performance

(2 Marks)

QUESTION FIVE

Why are statutory financial statements for companies required by law? (Please select the best answer)

- A To be presented in compliance with specific regulations
- B To ensure that they represent a true and fair picture of the financial position of the company
- C To be submitted to the relevant authorities
- D All of the above

(2 Marks)

QUESTION SIX

Accounting information supports managers in making sound decisions about the resources available to them. It equips them for: (Please choose the correct option)

- A Planning
- B Control
- C Reporting
- D A and B

(2 Marks)

QUESTION SEVEN

The availability of day-to-day funds necessary to maintain organizational activity is the required by the business.

Which one of the following can complete the above sentence?

- A Cash flow
- B Working capital
- C Solvency
- D All of the above

(2 Marks)

QUESTION EIGHT

The important thing for the finance function is the of information.

Which one of the following can best complete the above sentence?

- A Quality
- B Quantity
- C Accuracy
- D Completeness

(2 Marks)

QUESTION NINE

The main role of the accounting and payroll functions is to support managers and staff in other functions by preparing and providing information on the financial implications of their activities

Which one of the following can best complete the above sentence?

- A Complete
- B Accurate
- C Timely
- D All of the above

(2 Marks)

QUESTION 10

Which one of the following statements is not correct?

- A A line manager is someone who has direct authority over people and activities, down the vertical line of command in the organization chart.
- B In a very small business, all employees may report directly to the owner of the business
- C A line manager is someone who has direct authority over people and activities, down the horizontal line of command in the organization chart.
- D A job or role description regularly sets out the reporting procedure for that role

(2 Marks)

QUESTION 11

You are currently hired by A&Z Company as financial controller and during the job interview you were told that the company normally has in place a reporting procedure which is in line with your job or role description and you will be reporting to the Chief Finance Officer (CFO).

Key elements that can be included in the reporting procedure are:

- i) For whom are you doing tasks?
- ii) Who needs particular data or documents next?
- iii) To whom are you accountable for performing a task correctly?
- iv) To whom should you refer questions and problems?

Which one of the following should be in the reporting procedure of your job or role description? (Please select the best option)

- A i and ii
- B ii, iii and iv
- C i, ii, iii, and iv
- D iii and iv

(2 Marks)

QUESTION 12

Few months after joining A&Z Company, you were requested to temporally work on one of the company's projects and you were given a list of tasks relating to a specific project.

To whom will you report to for those tasks?

- A The Chief Finance Officer (CFO) as your direct line manager
- B The Project Manager
- C The Chief Executive Officer (CEO) as the overall manager
- D To all of the above

(2 Marks)

QUESTION 13

Which one of the following can best stand for personal skills?

- A Interpersonal skills and soft skills
- B Soft skills
- C Hard skills
- D Interpersonal skills and hard skills

(2 Marks)

QUESTION 14

Which one of the following statements is not correct?

- A Interpersonal skills refer to attributes that one human may use to interact with others
- B Personal skills do not concern with how people manage and express themselves
- C Bookkeeping may be included in hard skills
- D Personal qualities may include co-operation, and problem solving.

(2 Marks)

QUESTION 15

Henri has been recently nominated as the Managing Director of Alpha Company and he is planning to give a message to all staff.

Which one of the following will be the most effective medium of communication?

- A Face to face conversation
- B Meeting
- C Notice board/intranet
- D Telephone

(2 Marks)

QUESTION 16

You have been recently appointed at Eagle Company as communication specialist and one of your colleagues is preparing an email and before sending it, he approached you to know the disadvantages of using that communication tool.

Which of the following can be considered as a disadvantage of using email as a communication tool?

- A Speed
- B Security
- C Multiple recipients
- D Record

(2 Marks)

QUESTION 17

Which of the following communication mechanisms is not designed to improve downward communication? (Please select the best option)

- A Staff meetings
- B Organization manuals
- C Highlighting information in handbooks
- D Team briefings

(2 Marks)

QUESTION 18

You are working for a charitable organization called Izere and one of your supervisors told you that in order to convey professionalism, the presentation of your message should show the specific qualities.

Which ones of the following are the absolute minimum requirements in a professional context? (Please select the best option)

- A Neatness and legibility
- B Clear diagram labelling and neatness
- C Cross-referencing of appendices and legibility
- D Neatness and citing of information sources

(2 Marks)

QUESTION 19

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

Which one of the following can best complete the above sentence?

- A Personal image
- B Corporate image
- C Corporate identity
- D All of the above

(2 Marks)

QUESTION 20

Which one of the following communication methods can be used if immediate feedback or personal sensitivity is required? (Please select the best option)

- A Telephone call
- B Short notes
- C Face to face communication
- D Letters

(2 Marks)

QUESTION 21

Which one of the following communication methods is considered to be extremely versatile?

- A Letters
- B Reports
- C Memos
- D Email

(2 Marks)

QUESTION 22

Which one of the following statements is not correct?

- A A good report will use technical language for non-technical users
- B A good report will signal relevant topics by using appropriate headings
- C A good report will include background or supporting detail into appendices
- D A good report will use tables or diagrams, where this would be helpful in highlighting important points

(2 Marks)

QUESTION 23

Kenzo went for job interview last week and one of the questions he was asked is to provide the number of key sections of an informal report people need to know about while assessing a report.

Which one of the following is the best answer to the number of key sections of an informal report?

- A Four Sections
- B Five sections
- C Six sections
- D Seven sections

(2 Marks)

QUESTION 24

Which one of the following statements is not correct?

- A An informal report is generally used for less complex reporting tasks
- B An informal report does not require elaborate referencing
- C A formal report does not require elaborate structuring
- D An informal report needs to have a clear layout, to help the user to navigate through the information.

(2 Marks)

QUESTION 25

A letter is a very flexible and versatile medium of written, person to person communication.

Which one of the following statements supports the versatility of a letter as a medium of written communication? (Please select the best option)

- A A letter can be used for requesting, supplying and confirming information and instructions
- B A letter can be used for many business purposes
- C A letter can be used for offering and accepting goods and services
- D A letter can be used for conveying and acknowledging satisfaction and dissatisfaction

(2 Marks)

QUESTION 26

Which one of the following is used if something other than the letter is included in the same envelope?

- A pp
- B cc
- C encs
- D All of the above

(2 Marks)

QUESTION 27

Ivan, is a chief accountant of Nobel Pharmacy and he was requested to write a letter to a new pharmacy depot they are dealing with for the first time.

Which one of the following complimentary closes Ivan will use in the letter?

- A Yours faithfully
- B Yours sincerely
- C Kind regards
- D All of the above

(2 Marks)

QUESTION 28

Which one of the following is part of the key principles of effective time management as per Adair? (Please select the best option)

- A Setting goals and priorities
- B Formulate action plans
- C Focus
- D All of the above

(2 Marks)

QUESTION 29

Peace is an accountant at a district hospital and she was given a list of tasks to do.

Which one of the following can be considered by Peace as an unexpected task?

- A Every morning, prepare a list of cheques received
- B Prepare a special report for her manager
- C Prepare weekly sales invoices
- D Perform monthly bank reconciliation

(2 Marks)

QUESTION 30

Time is a resource the same as

Which one of the following can best complete the above sentence?

- A Materials and equipment
- B Information
- C Money
- D All of the above

(2 Marks)

QUESTION 31

Cedrick is working as a chief accountant of Omega Company, before going for lunch the Finance director has left a note on his desk saying that she needs the December 2023 sales report by close of business for a high-level strategy meeting planned early morning the following day.

In which category can this task be classified?

- A Not urgent but important
- B Urgent and important
- C Not urgent and not important
- D Urgent but not important

(2 Marks)

QUESTION 32

John is working at H&I company, and he is now planning to go on holiday and his supervisor requested him to determine the tasks to be completed before going on holiday.

Which one of the following criteria can be considered by John while determining the tasks to be completed before going on holidays? (Please select the best response)

- A Difficulty of handover
- B Shortest task
- C Longest task
- D All of the above

(2 Marks)

QUESTION 33

The process of determining the order in which tasks should be carried out is known as

Which one of the following can best complete the above sentence?

- A Organizing
- B Shaping
- C Prioritizing
- D Consolidating

(2 Marks)

QUESTION 34

Which one of the following statements is correct? (Please select the best option)

- A Tasks that can be slotted into the gaps between higher-priority tasks are considered to be not urgent and not important
- B Tasks that can be slotted into the gaps between higher-priority tasks are considered to be urgent but not important
- C Tasks that can be slotted into the gaps between higher-priority tasks are considered to be not urgent but important
- D None of the above

(2 Marks)

QUESTION 35

Peace is working in the finance department of M&M company and she was informed that one of the planning schedules and charts has the advantage of clearly showing where tasks fall in the month/year, what order they fall in, where they overlap.

Which one of the following correspond to the above statement?

- A Pie Chart
- B Scatter graph
- C Line graph
- D Bar chart

(2 Marks)

QUESTION 36

A planning schedule is a form of ..., but each division of space represents both an amount of time and an amount of work to be done in that time.

Which one of the following can best complete the above sentence?

- A Pie chart
- B Bar chart
- C Line graph
- D Scatter graph

(2 Marks)

QUESTION 37

MUTESI is working for U&Z company and she was requested to prepare an action plan for the year 2024. His immediate supervisor informed her that among the five elements that an action plan normally contains one of them is not always considered.

Which one of the following elements of an action plan is only considered in some cases?

- A Details of each task
- B Start date and completion date for each task
- C Person responsible for each task
- D Expected and actual costs

(2 Marks)

QUESTION 38

Which one of the following statements is not correct?

- A Diaries offer a useful follow-up system
- B The purpose of the timetable is to slot events, tasks or meetings into clearly labelled time slots (hours or days), where they become an easily used reminder
- C Schedules and charts are rarely used for more complex tasks or projects
- D Long term planning schedules may be conveniently set out using charts or monthly/yearly planners.

(2 Marks)

QUESTION 39

You are an accountant of the Kami district. At the end of the financial year 2023 you were requested to consolidate the reports from subsidiary entities and submit the consolidated report to the finance department by 30th July 2023. On 15th July 2023, accountants from the subsidiary entities who were providing you with required information informed you that they had an excessive workload and may not be able to finish to work on time.

In line with the above scenario, which one of the following cannot be considered as an apparent sign that you are going to struggle to meet 30th July 2023 deadline? (Please select the best option)

- A Too great workload
- B Failure to meet the deadline by colleagues who are providing required information
- C Unexpected, higher-priority demands
- D Colleagues who have not planned effectively

(2 Marks)

QUESTION 40

Which one of the following actions can be taken by the Finance Manager of Kami district if he is informed about the anticipated difficulties in meeting the deadline by accountant? (Please select the best option)

- A Put pressure on accountants
- B Lighten the existing workload in order to free up time to meet the deadline
- C Provide the team with additional resources
- D All of the above

(2 Marks)

QUESTION 41

Which one of the following statements is not correct? (Please select the best option)

- A When you ask for assistance at work, you do not need to persuade the other person to help you.
- B If you fail to complete the task by the deadline, this will affect the person who has asked you to undertake the work
- C When you ask for assistance at work, you have to identify what extra time you require to get the task done yourself
- D If you fail to complete the task by the deadline, this will affect the person who has relied on you to do the work

(2 Marks)

QUESTION 42

Which one of the following is a disadvantage of working as team? (Please select the best option)

- A Inspiration
- B Communication
- C Synergy
- D None of them

(2 Marks)

QUESTION 43

Which one of the following statements is not correct? (Please select the best option)

- A Different people's ideas and viewpoints can influence the work and thinking of others
- B Teams may not be useful for generating ideas and solving problems
- C Maintaining good relationships can distract team members from the task at hand
- D Teams are a key tool for coordination in organizations

(2 Marks)

QUESTION 44

One of theof team work is that decision making takes longer

Which one of the following can best complete the above sentence? (Please select the best option)

- A Drawbacks
- B Lessons
- C Ideas
- D Issues

(2 Marks)

QUESTION 45

Conflicts and disagreements can get in the way of effective team performance

Which one of the following can best complete the above sentence? (Please select the best option)

- A Miscommunication
- B Conflicts
- C Demotivation
- D All of the above

(2 Marks)

QUESTION 46

Team work is about making sure that each member's work fits with the work of others and contributes to the team's objectives.

Which one of the following corresponds to the above statement?

- A Collaboration
- B Negotiation
- C Co-ordination
- D Cooperation

(2 Marks)

QUESTION 47

Hellen is an accountant of Omega Company. Last year, in the staff retreat she was requested to share with colleagues her concerns in the finance department. One of the concerns she raised was the excessive surveillance by the Finance Director and whenever the team wanted to talk about this issue, he did not give it attention and for her this may cause conflicts.

Given the scenario above, which one of the following can be the reason of such conflicts?

- A Differences in personality
- B Differences in working style
- C The interdependency of work
- D Differences in status

(2 Marks)

QUESTION 48

In line with law and policy frameworks for positive working relations, it is said that the law is a as it only sets minimum standards of acceptable behavior.

Which one of the following can best complete the above sentence? (Please select the best option)

- A Floor
- B Rule
- C Instruction
- D Regulation

(2 Marks)

QUESTION 49

In line with conflict and dissatisfaction at work, which one of the following statements is not correct?

- A Differences, frustrations and competition by themselves do not necessarily lead to conflict
- B Differences, frustrations and competition can be positive forces
- C Horizontal conflict takes place between those at different levels of the hierarchy
- D Unresolved conflict can significantly interfere with team work

(2 Marks)

QUESTION 50

Which one of the following complaints cannot be included in a grievance procedure? (Please select the best option)

- A Harassment
- B Workload
- C Discriminatory treatment
- D Bullying

(2 Marks)

End of question paper