



Hong Kong Institute of
Accredited Accounting Technicians
香港財務會計協會

**Accredited Accounting Technician
Foundation Examination
Syllabus**
財務會計員基礎考試大綱

**Paper 2 – Fundamentals of Financial
and Management Accounting**
卷二 – 基本財務及管理會計學

Accredited Accounting Technician Foundation Examination

Paper 2 – Fundamentals of Financial and Management Accounting

Fields of competency

The items listed in the competency map are shown with an indicator of the minimum acceptable level of competency, based on a three-point scale as follows:

1. Awareness

The candidate demonstrates familiarity with the concept in question; can define it in overview terms and can relate the importance or relevance of the concept to the activities of an accounting technician.

2. Knowledge

This builds upon awareness. The candidate is able to explain the concept; describe and distinguish between its component parts and describe their inter-relationships; recognise instances of the concept; and describe processes, theories and judgement issues; without necessarily being able to perform in those areas with professional skill.

3. Application

This builds upon knowledge. The candidate is able to execute or implement knowledge; apply the knowledge to real world situations. In so doing, the candidate displays to a satisfactory degree of the level of competence reasonably to be expected of an accounting technician at foundation level.

Paper 2 Fundamentals of Financial and Management Accounting

Learning Outcomes:

Candidates should be able to:

- Prepare financial statements for different forms of business ownership including partnerships and limited companies
- Evaluate and apply the accounting principles and concepts in financial reporting situations
- Explain and illustrate different classifications of cost and elements of cost
- Describe and apply job costing systems to manufacturing companies
- Differentiate between marginal and absorption costing systems and reconcile the resulting profits from using the two costing systems
- Apply costing concepts and techniques in short term business decisions

Unit of Competency	Activity required to demonstrate competence (Performance indicators)	Level of competence required
1. Understanding of accounting for, and presentation of financial statements for a partnership	<ul style="list-style-type: none"> ● Explain the characteristics of a partnership ● Prepare an income statement (statement of comprehensive income), an appropriation account and a statement of financial position for a partnership ● Distinguish between and prepare partners' capital and current accounts ● Record admission and retirement of partners and prepare the statement of financial position for a new partnership ● Describe revaluation of assets for partnership and its accounting treatment ● Describe the valuation of partnership goodwill and its accounting treatment ● Describe and record the dissolution of partnership 	<p style="text-align: center;">1</p> <p style="text-align: center;">3</p> <p style="text-align: center;">2</p> <p style="text-align: center;">3</p> <p style="text-align: center;">2</p> <p style="text-align: center;">3</p> <p style="text-align: center;">3</p>
2. Understanding of accounting for, and presentation of financial statements for limited liability companies	<ul style="list-style-type: none"> ● Explain the characteristics of a limited liability company and understand the Hong Kong company registration and accounting requirements ● Account for and explain the nature and purpose of share capital and debentures ● Distinguish between nature of reserves and provisions ● Prepare a statement of comprehensive income and a statement of financial position 	<p style="text-align: center;">2</p> <p style="text-align: center;">1</p> <p style="text-align: center;">2</p> <p style="text-align: center;">3</p>

<p>3. Understanding of the control features of accounting system and correcting the errors</p>	<ul style="list-style-type: none"> ● Describe functions of control accounts ● Prepare control accounts for receivables and payables ledgers ● Reconciliation between control accounts and respective subsidiary ledgers ● Prepare and explain the purpose of preparing a bank reconciliation statement ● Describe types of accounting errors and prepare journal entries to correct errors ● Describe the purpose of a suspense account 	<p>1</p> <p>2</p> <p>2</p> <p>3</p> <p>2</p> <p>2</p>
<p>4. Understanding the accounting concepts/ principles and conventions</p>	<ul style="list-style-type: none"> ● Understand the basic accounting concepts/principles and conventions and apply them in business situations: <ul style="list-style-type: none"> - accrual - prudence - consistency - going concern - business entity - historical cost - materiality - substance over form - money measurement - realisation - matching - objectivity - timeliness - understandability - relevance - reliability - comparability 	<p>3</p>
<p>5. Analysing and appraising financial statements</p>	<ul style="list-style-type: none"> ● Calculate accounting ratios: <ul style="list-style-type: none"> - return on capital employed - gross profit margin - net profit margin - asset turnover ratio - capital turnover ratio - current ratio - inventory turnover - trade receivables collection period - trade payables repayment period - gearing ratio - interest cover - dividend cover - earnings per share - price earnings ratio - return on equity 	<p>2</p>

	<ul style="list-style-type: none"> ● Demonstrate the significance of, and reasons for, changes in ratios over time; and differences in ratios between entities; in respect of: <ul style="list-style-type: none"> - profitability - short term liquidity - long term solvency - investment ratio 	3
6. Preparing financial statements from incomplete records	<ul style="list-style-type: none"> ● Identify the incomplete information for preparation of financial statements <ul style="list-style-type: none"> - statement of affairs - financial accounts preparation - inventory valuation at the balance sheet date 	3
7. Understanding of cost classification, cost concepts and costing terminology	<ul style="list-style-type: none"> ● Recognise the variety of cost units, cost centres and profit centres ● Understand the nature and purpose of cost classification ● Differentiate between: <ul style="list-style-type: none"> - direct and indirect costs - fixed and variable costs - period and product costs - controllable and uncontrollable costs - avoidable and unavoidable costs ● Identify cost classification for decision-making and planning 	1 1 2 2
8. Understanding of job costing	<ul style="list-style-type: none"> ● Explain the flow and accumulation of costs when using job costing ● Describe the purposes and contents of a job cost sheet ● Demonstrate the methods for accumulating costs for products and services 	2 2 3
9. Understanding of marginal and absorption costing	<ul style="list-style-type: none"> ● Explain and compare the use of marginal and absorption costing in manufacturing accounts and statement of comprehensive income ● Compare and contrast the advantages and disadvantages of adopting marginal and absorption costing 	2 3
10. Analysing cost-volume-profit (CVP) relationships	<ul style="list-style-type: none"> ● Identify the purposes and assumptions underlying CVP analysis ● Calculate and explain the usefulness of contribution margin and contribution margin ratio ● Apply break-even analysis in business planning and decisions 	2 3 3

11. Understanding of the costing concepts and techniques in short-term business decisions	● Identify the relevant costs to short term business decisions: sunk costs, incremental costs and opportunity costs	2
	● Apply costing concepts and techniques in short term business decisions	3
	● Explain both the quantitative and qualitative considerations in short term business decisions	2

財務會計員基礎考試

卷二 – 基本財務及管理會計學

能力水平參照

基於以下三點標準，下列項目說明了最低可接受的勝任能力水平指標：

1. 了解

考生熟悉問題的相關概念，能夠對其闡述一般定義；並將有關概念之重要性及相關性聯繫至財務會計員的工作上。

2. 知識

知識建基於了解層面之上。考生能正確解釋概念，描述和區分相關之組成部分，並說明這些組成部分的相互關係；識別到概念發生於實例上，能描述過程、理論和作出判斷；但不要求考生真正具備執行相關專業技能的實際能力。

3. 應用

應用建基於知識層面之上。考生能夠實踐所學到的知識，並在現實生活中運用相關知識。藉此，考生展示出擁有財務會計員的基礎知識，並達到滿意的勝任能力水平。

卷二 基本財務及管理會計學

學習成果：

考生應該懂得：

- 為不同擁有權類型的企業（包括合夥和有限公司）編製財務報表
- 在編製財務報告時評估及應用會計原則及概念
- 解釋並舉例說明不同的成本分類及成本要素
- 描述如何在製造業公司應用分批成本計算法
- 區分邊際成本與吸收成本計算法並調節運用這兩種成本計算法計得的利潤
- 應用成本會計的概念及技巧作短期商業決策

能力單元	展示能力水平所需的活動（能力表現指標）	所需能力水平
1. 了解如何為合夥企業記帳及編製財務報表	<ul style="list-style-type: none"> ● 說明合夥企業的特性 ● 編製合夥企業的損益表（即全面收益表）、盈利分配帳及財務狀況表 ● 區分並編製合夥人的資本帳及往來帳 ● 記錄合夥人的加入和退出，並為新合夥企業編製財務狀況表 ● 描述合夥企業的資產價值重估及其會計處理 ● 描述合夥企業商譽的計價及其會計處理 ● 描述及記錄合夥企業解散 	1 3 2 3 2 3 3
2. 了解如何為有限公司記帳及編製財務報表	<ul style="list-style-type: none"> ● 說明有限公司的特性並了解香港的公司註冊和會計規範 ● 說明股本和債券的性質和目的 ● 區分儲備和準備的性質 ● 編製全面收益表和財務狀況表 	2 1 2 3
3. 了解會計制度的控制特點及更正錯誤	<ul style="list-style-type: none"> ● 描述統制帳戶的功能 ● 為應收帳款和應付帳款分類帳編製統制帳戶 ● 為統制帳戶及其相關的分類帳作調節 ● 編製銀行往來調節表並說明編製該表的目的 ● 描述會計錯誤的類別並作會計分錄更正錯誤 ● 描述暫記帳的目的 	1 2 2 3 2 2

6. 根據不完整記錄編製財務報表	<ul style="list-style-type: none"> ● 辨識不完整的資訊以編製財務報表 <ul style="list-style-type: none"> - 資產負債狀況說明書 - 編製財務帳戶記錄 - 期末存貨估價 	3
7. 了解成本分類、成本概念及成本會計專用語	<ul style="list-style-type: none"> ● 認識成本單位、成本中心及利潤中心的多樣化 ● 了解成本分類的性質和目的 ● 區分： <ul style="list-style-type: none"> - 直接與間接成本 - 固定與變動成本 - 期間與產品成本 - 可控制與不可控制成本 - 可避免與不可避免成本 ● 分辨成本的分類以制定決策和規劃 	1 1 2 2
8. 了解分批成本計算法	<ul style="list-style-type: none"> ● 說明分批成本計算法的成本流程和累積 ● 描述分批成本明細表的目的是內容 ● 展示為產品和服務累計成本的方法 	2 2 3
9. 了解邊際成本與吸收成本計算法	<ul style="list-style-type: none"> ● 解釋及比較邊際成本與吸收成本計算法在編製製造成本帳和全面收益表中的應用 ● 比較及對照採用邊際成本與吸收成本計算法的優劣 	2 3
10. 分析成本、出售數量與利潤的關係(本量利分析法)	<ul style="list-style-type: none"> ● 分辨本量利分析法的目的及潛在的假設 ● 計算並說明邊際貢獻及邊際毛益率的作用 ● 在商業規劃和決策中應用損益兩平分析法 	2 3 3
11. 了解成本會計的概念及技巧作短期商業決策	<ul style="list-style-type: none"> ● 分辨相關成本作短期商業決策：沉沒成本、增量成本和機會成本 ● 應用成本會計的概念及技巧作短期商業決策 ● 說明制定短期商業決策時需考慮的數量和質量因素 	2 3 2