BUSINESS ASSOCIATE

Source: National competency Standard
(Competency Standards Code No: J65S001)

Packaging for National Vocational Qualifications (NVQ)

- **National Certificate at NVQ Level 03 (three) in the occupation of Junior Business Associate will be awarded to those who are competent with these units –**
  U1 + U2 + U3 + U4 + U5 = J65S001Q1L3 (Account Assistant)
- **National Certificate at NVQ Level 04 (four) in the occupation of Senior Business Associate will be awarded to those who are competent with these units –**
  U1 + U2 + U3 + U4 + U5 + U6 + U7 + U8 + U9 + U10 + U11 + U12 = J65S001Q2L4



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Occupation Definition -Business Associate

Business Associate is one who assists to maintain a smooth functioning of all the activities of an organization based on internal and external transactions, by performing and facilitating the process according to relevant instructions, rules and regulations.

Unit of competency	Element Number	Elements of Competence
1. Familiarize to the business environment J65S001U01	**1.1**	Study the business entity of the organization
	1.2	Study the physical environment of the organization
	1.3	Study the organizational culture & leadership
	1.4	Study the job profile and responsibilities
2. Perform Transactions J65S001U02	**2.1**	Identify the nature of the transaction and events
	2.2	Collect and store information and data
	2.3	Generate source documents
	2.4	Record transaction
3. Prepare bank & other relevant reconciliation statements J65S001U03	**3.1**	Collect required information
	3.2	Perform Bank and other relevant Reconciliation
	3.3	Perform other Reconciliation
4. Maintain stock/ inventory J65S001U04	**4.1**	Maintain stock /inventory record

	4.2	Ensue inventories
5. Perform Stock Verification J65S001U05	**5.1**	Prepare for verification
	5.2	Implement stock verification
	5.3	Report verification results
6. Manage property, plant and equipment Register J65S001U06	**6.1**	Study sources document
	6.2	Prepare PPE Register
	6.3	Maintain PPE Register
7. Perform Payrolls J65S001U07	**7.1**	Study source documents
	7.2	Create master files
	7.3	Prepare payrolls
	7.4	Document the payrolls
8. Prepare financial statements of sole proprietorships and partnership J65S001U08	**8.1**	Extract the trial balance
	8.2	Incorporate adjustments
	8.3	Categorize the balances of account
	8.4	Document the financial statements
9. Prepare financial statements for not for profit organizations J65S001U09	**9.1**	Extract the trial balance
	9.2	Incorporate adjustments
	9.3	Categorize the balances of account
	9.4	Document the financial statements
10. Prepare taxes J65S001U10	**10.1**	Identify relevant taxes
	10.2	Prepare taxes
11. Perform Audit verification J65S001U11	**11.1**	Understand the audit plan
	11.2	Evaluate business processes
	11.3	Select the sample

	11.4	Perform audit tests
	11.5	Complete working papers
12. Perform Cost Analysis J65S001U12	**12.1**	Gather Data and Information
	12.2	Analyze Costs