

OFFICE ADMINISTRATION EXAM

8th March 2014

TIME 1 ½ HOURS

- (1) (a) Mr. Henry has to attend a board meeting in California, USA from June 2– 5. He has asked you to make the necessary arrangement since his secretary is sick. Prepare a checklist of SIX activities that must be undertaken before his departure. (6 marks)
(b) Identify THREE local places you need to contact. (3 marks)
(c) Identify TWO monetary instruments he will need to take on his trip (2 marks)
- 2) (a) List FOUR avenues organizations use to attract applicants to fill vacant positions (4 marks)
(b) Outline the difference between a job specification and a job description. Give an example of each. (6 marks)
- 3) List THREE pieces of equipment used by the staff of the accounts department to carry out their duties efficiently. (3 marks)
- 4) (a) List FIVE reasons for keeping accounts. (5 marks)
(b) State FOUR functions of the accounts department. (4 marks)
- 5) The following figures represent the various totals of the analysis columns of a petty cash account with an imprest of \$300 over a one month period:
 - Postage \$140
 - Carriage \$15
 - Stationery \$17
 - Sundries \$36
 - (a) What is the total amount spent? (1 mark)
 - (b) How much will the clerk need to request from the cashier to make up the imprest? (2 marks)
 - (c) What is the purpose of petty cash? (3 marks)

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