



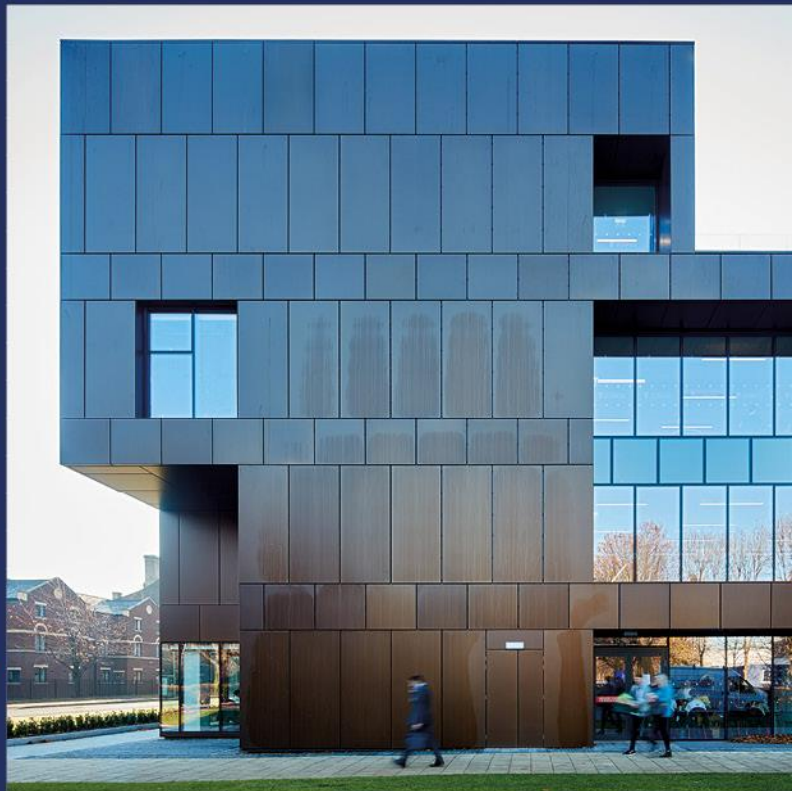
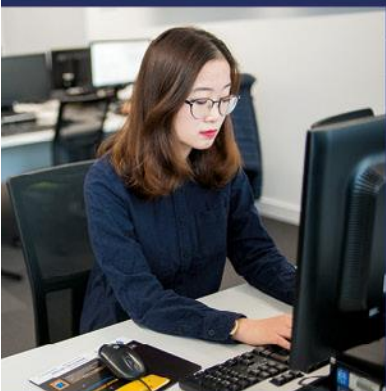
UNIVERSITY OF  
LIVERPOOL

Management  
School

## Module Handbook 2022-23

Module Code: ULMS 701

Module Title: Managing Financial Resources



University of Liverpool Management School:  
*Making a difference from an enterprising and vibrant world city of culture*

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### **Instant Feedback Facility (IFF)**

We want to hear from our students. If you have any comment or suggestion on any aspect of this module (or any module) please make sure that you clearly mark your e-mail **IFF - Instant Feedback Facility** and send it to:

## Module Information

**Title of module:**Managing Financial Resources

**Module code:**ULMS 701

**Semester in which the module is taught: One**

## Module Aims and Learning Outcomes

The module aims to provide you with an

- (1) understanding of the nature of financial resources available to an organisation;
- (2) how resources can be managed ;
- (3) understand the financial statements of a business and how they are linked to business activities;
- (4) analyse the financial figures to aid decision making;
- (5) the different type of ownership models and
- (6) how the core skills and competencies of an organisation are identified and managed.

## How will this module develop my ULMS Graduate skills?

This module helps students to develop the skills set out in the module specification. Details of how the stated skills will be tested are shown in the module specification.

In addition, the Management School has identified a set of key skills which it expects its students to develop throughout their studies. These are skills which are actively sought by employers and which together form the “ULMS Graduate” (see appendix A at the end of this module guide).

## Teaching and Learning Strategies

This means that many of the learning materials will be posted on CANVAS each week and the seminar, in small groups, will provide an opportunity to apply your learning and develop techniques that will help you in your assessment.

You will be given tasks/activities each week so you need to come to the seminar prepared to discuss your ideas and review those of others. Students are expected to participate actively in sessions and student seminar presentations form an integral part of the input on this module. Discussion questions might be posted on CANVAS, according to current affairs and issues that arise during the module.

All synchronous (live) sessions will be recorded or summarised. This will ensure that all learning materials are available online and students who are unable to attend will not be disadvantaged.

Students will be expected to undertake background and follow-up reading, and to access materials via the web and University's CANVASnetwork. Your private study hours should total around 125 hours for this module. Most communication and support for learning will be posted on CANVAS. You should, therefore, access CANVAS on a regular basis.

Your attention is drawn to the support the University provides for your learning via the Study Skills web page. Your Student Handbook (and Study Skills Booklet) also provides advice on the skills required for your assessments (e.g. ULMS Academic Masterclasses and/or KnowHow sessions).

### **Assessment Strategy – How will this module be assessed?**

**Type(s) of assessment:** Written assignment on assessment of an organisation's financial performance and position. Organisation is chosen by yourself.

**Submission deadlines and date of return of work to students:** To be confirmed

**How to submit your work:** Via Turnitin and Canvas

**Maximum length of coursework elements:** 3,000 words

Students are asked to note that the word count is the absolute upper limit. There is **no** leeway over this, i.e. you **will** be penalised if you submit work that exceeds the word limit (the suggestion that you may exceed the word count by 10% is a myth!). Something to note is that the word count on Turnitin is not usually an accurate reflection of an assignment's word count, and is likely to be higher than the Microsoft Word word count. This should be considered when determining if penalties for exceeding the word count should be imposed. It is recommended that you ask students to submit assignments as Word documents as this will then allow you to download their original submission (i.e. the Word file) and accurately check the word count in Word. This should be done after you have marked the assignment anonymously as you must deanonymize the assignment in order to download it. As the norm for ULMS regarding assignments is "first and final", students will have no way of resubmitting should they breach the word count as calculated by Turnitin.

The following *are not* included in word counts:

- Reference lists/bibliographies and question titles
- Appendices/footnotes - provided these have been used only when necessary. If appendices or footnotes are used excessively, or contain material which should clearly be included in the main body of the essay/report, it is at the markers' discretion to include these in the word count.

- Tables/graphs - provided these have been imported from elsewhere (correctly referenced) and not produced by the student.
- Contents pages and front pages of reports
- As well as the essay/report itself, the following *are* included in word counts:
- Citations/quotations - this includes the material paraphrased/quoted itself as well as the name, date and page information.
- Tables and graphs - if they have been produced by the student.
- Executive summaries in reports - unless otherwise stated.

**Will feedback on draft coursework be given?Yes**

- There are multiple options to receive feedback throughout the duration of the module. You can receive feedback to all your questions related to the assignment at each of the face to face/synchronous online seminars.
- Another medium of communication is the Online Discussion Board set up in the module's page on Canvas. You can post your questions regarding the project and I will get back to you as soon as possible.
- Communication via emails is another way to receive feedback, although the online discussion board should be your first point of contact
- One-to-one online meetings can also be arranged to discuss any issues or questions you may have in private.

**Weighting of the assessment components:100%**

**Tips for achieving good marks in assessments:**A good report will add value, the numbers themselves are a start point, but not a financial analysis in their own right. You can add value by identifying drivers of change ('because' factors) and consequences of management decisions and external issues (economic, political, environmental etc) ('so what' factors).

**Format of exam paper:3,000 word assignment**

**Sample assessment questions/details of where they can be found:Canvas**

**Important information:**

- Re-sits
- Penalties – presentation, use of Wikipedia, late submission
- Referencing work
- Marking criteria
- ULMS group work policy
- Exemption from Late Penalties (ELP)

Can be found at:<https://www.liverpool.ac.uk/intranet/management-school/assessment/>

## Feedback to Students

### How can I feed back my views on this module?

Your feedback on the module is welcome at any time. You will be given an opportunity to provide early module feedback informally, and then formally at the end of the module via the formal module evaluation process. The sooner you alert us to any issues you might have the quicker we can resolve them. Please don't leave it to the end of the module to tell us if you are struggling!

Please be reminded of the ULMS Guidance on Providing Feedback (see your student handbook). Giving constructive feedback is a skill that you will need to develop in the workplace. We welcome feedback that is constructive and specific (it helps us improve), but please remain polite and be aware of the right of every staff member to Dignity at Work. There is lots of evidence of unconscious bias in module evaluation – based on gender, age, race, etc. – so please be aware of this and try to be fair to all staff.

### Core and Recommended Reading(use ReadingLists@Liverpool)

**Core:** Accounting & finance for non-specialists: Atrill&Maclaney: ISBN-10 : 1292244011

**Secondary:** The Price of Football (if studying FIMBA): Maguire K ISBN-10 : 1788213262

### Electronic resources

Students may find FAME, Marketline Advantage and other databases of use to support Consultancy project.

### Recommended Websites

Companies House: <https://find-and-update.company-information.service.gov.uk/>

BBC (<http://news.bbc.co.uk> (Links to an external site.))

The Economist (<http://www.economist.com> (Links to an external site.))

Financial Times (<http://www.ft.com> (Links to an external site.))

The library aims to provide a minimum ratio of one book per ten students for essential texts. But if more copies are needed and funds permit, it can purchase extra copies. The Library needs to find out which books are in greatest demand and you can help by taking these steps:

- 1) Place a reservation on the book. Once you have the book details on the library catalogue screen, click Request. This means as soon as a copy is returned, you will be notified and can borrow it. It also means that library staff are notified of the demand on the book.
- 2) Fill in a book suggestion form, talk to staff at the library's information support desks or contact your Liaison Librarian to let us know more copies are needed.

The library aims to provide one book per twenty students (with an initial limit of five copies) for essential texts; eBooks will always be purchased where available. However, if more copies/eBook licences are needed and funds permit, it can purchase extra copies. The Library needs to find out which books are in greatest demand and you can help by taking these steps:

- 1) Place a reservation on the book. Once you have the book details on the library catalogue screen, click Request. This means as soon as a copy is returned, you will be notified and can borrow it. It also means that library staff are notified of the demand on the book and more copies may be purchased.
- 2) Place a request through the [Get It For Me](#) service. Get It For Me can be used to request books, eBooks, articles and chapters you are unable to get hold of through the Library.
- 3) Contact the [Library Help Desk](#) by email or live chat, talk to staff at the library's information support desks or contact your Liaison Librarian to let us know more copies are needed.





## THE ULMS GRADUATE – LEARNING TO MAKE A DIFFERENCE

### The ULMS Graduate is:

#### **Flexible and adaptable**

Our graduates understand that the business world develops and changes quickly, and ULMS will provide them with opportunities to develop the skills needed to be open to the challenges this brings.

#### **A problem solver**

Our graduates are provided with opportunities to develop their critical and analytical skills from the day they join the School. By learning to think creatively, to persevere with an issue and to draw on the resources available to them, our graduates approach difficult situations confident that they can reach a successful outcome and make a difference.

#### **Numerate**

Maths is an essential element of all of our programmes and our graduates are confident and competent when using numbers to analyse situations, solve problems and make decisions.

#### **Commercially aware**

The teaching at ULMS is drawn from the latest business and management research, ensuring that our graduates understand the environment in which they begin their careers.

#### **A team player**

Our graduates understand the importance of contributing to a team. By contributing to group work our students understand the dynamics of a team and the importance of individual roles and how each can make a difference to achieving a result.

#### **Organised and able to work under pressure**

ULMS graduates learn to manage their time carefully during their studies. Our graduates are motivated to learn outside the classroom and are adept at managing deadlines and dealing with conflicting demands upon their time.

#### **An excellent communicator**

The ULMS syllabus requires students to demonstrate their aptitude for communicating throughout their studies. Their skills include writing essays, business reports and case studies, giving presentations, listening to and questioning guest speakers and using negotiating and persuasion skills to argue a point during a class debate. Our graduates understand the difference that effective communication can make to a situation.

#### **IT literate**

Our graduates understand the importance of IT in the modern business environment and ensure that their digital literacy skills are up-to-date in order to use it successfully. They understand how to prepare and analyse spreadsheets, can write reports and use IT to enhance presentations. They are



confident users of electronic databases and are skilled at finding and evaluating appropriate and relevant information from electronic sources.

**Internationally aware**

The ULMS teaching and research community is drawn from around the world and our students are exposed to business ideas and cultures from beyond the UK. Many graduates make the most of international opportunities available to them, from participating in overseas exchanges to participating in international inter-university business games.

**A lifelong learner**

ULMS graduates understand that the end of their degree programme does not mean the end of their learning journey. Our students understand the importance of continually building skills and knowledge in order to maintain commercial awareness, to be able to follow a flexible career path and to continue to make a difference throughout their working lives.

**Ethically aware**

The ULMS teaching, learning and assessment strategy ensures that all graduates are exposed to ideas of business ethics whilst studying and that they have an understanding of the difference business can make in the wider community and across the world.

**A leader**

We instil our graduates with the confidence to lead others by providing opportunities within the curriculum to debate ideas, present research, solve problems and make difficult decisions.