



Individual **Contribution**

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Document Control

Editor	Date	Update
Penny Nicole	03/06/2015	Document created.
Penny Nicole	03/06/2015	Added to introduction, added financial summaries, editing.
Penny Nicole	04/06/2015	Minor editing.

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1.0 Introduction

In a company, one of the most important aspects is the financial activities; therefore a finance team is put together to take on this complexity. The Assistant Finance Manager aids and collaborates with the Finance Manager – they are essentially a supportive role for the Finance Manager.

The QA Metrics as described in the QA manual are:

Metric	Measurement
Accuracy of financial information	Check financial documents with the Finance Manager, and other employees with financial knowledge. Produce weekly financial reports, and use them to check consistency of financial information in related documents, including the Payroll and the Financial Reports.
Pay Back period	Pay interest promptly.
Operating expense control	Check weekly accounts against what has been predicted in the Financial Reports.
Financial Prediction	Produce financial plans regarding the development of the initial product in the first six months of business.

Figure 1 – QA Metrics

More information can be found in the QA Manual.

2.0 Contributions

2.1 Solo contributions

Type of work	Details	Comments
Weekly Financial reviews	Weekly Financial Review 01-20	<ul style="list-style-type: none"> - Could have done the “official document” in an excel document instead of a word document. - Could have written an accompanying word document talking about trends. - Could have done them as soon as the payroll was updated every week; this was difficult because I started to but then later on found that they were incorrect.
Financial Reports	Final Review (review only)	<ul style="list-style-type: none"> - Only did review of predicted/actual spend over the first 6 months, did not do financial projections over the next 5 years. - Shouldn't have needed an extension.

Figure 2 – Solo contributions.

2.2 Major contributions

Type of work	Details	Comments
Financial Plans	Initial and Final Financial Plan (with Emmanuel)	<ul style="list-style-type: none"> - Notable contributions include doing the interest and loan amount(s) by myself. - Should have done the prediction of labour hours better, so that there was no need to do a second financial plan.
Financial Reports	Reviews 1, 2 and 3 (with Emmanuel)	<ul style="list-style-type: none"> - Report 1: <ul style="list-style-type: none"> - Should've double checked formatting (noticed some minor layout issues). - Report 2: <ul style="list-style-type: none"> - Shouldn't have needed an extension. - Report 3: <ul style="list-style-type: none"> - Shouldn't have needed an extension.
Financial Summaries	Iterations 1 and 2, Overall (with Emmanuel)	<ul style="list-style-type: none"> - Should have perfected automatic table of contents.

Figure 3 – Major contributions.

2.3 Considerable contributions

Type of work	Details	Comments
Software Implementation	Templates (with Calum)	<ul style="list-style-type: none"> - Should have been more proactive in programming. - Should have revised Java before starting to program.

Figure 4 – Considerable contributions.

2.4 Minor contributions

Type of work	Details	Comments
Software Implementation	Multiple choice handler (with Emmanuel)	<ul style="list-style-type: none"> - Should have been more proactive in programming. - Should have revised Java before starting to program.
Financial Projections	Initial Financial Projections (with Emmanuel)	<ul style="list-style-type: none"> - Only did the initial financial projections, which was handed in with the Final Review. This was later corrected by other members in the team.

Figure 5 – Minor contributions.

3.0 Conclusion

I have been heavily involved in most of the finance, and found time to also do some coding. Most of the work I did was with other people, illustrating that I am a team player. I produced the weekly finance by myself, illustrating personal responsibility.

I tried to be available whenever the team needed me and by and large I succeeded in doing that; I only missed one meeting as proved by the timesheets (due to having an exam an hour and a half before the meeting started). I wish I had been more proactive in the group generally and helped out beyond my job role, but due to other commitments and faith in my co-workers I did not.