



# Business financial planning

## Learning Outcomes

At the end of this unit, candidates will be able to:

Evaluate the complex needs of clients and recommend appropriate solutions based upon **detailed understanding and analysis** of the:

1. **Main legal forms of business and how they are set up and managed;**
2. **Consequences of bankruptcy or insolvency;**
3. **Business financing, accounts and financial controls, investment options, sale and purchase of businesses;**
4. **Taxation of each business type, its owners and employees;**
5. **Main legal responsibilities businesses have to employees, suppliers and customers;**
6. **Principles of business protection;**
7. **Main uses of pensions in business.**

## Entry guidance

It is assumed that the candidate already has the knowledge gained from a study of unit J03 The tax and legal aspects of business or equivalent.

## Important notes

- This syllabus will be examined in the October 2019 and April 2020 sessions.
- Candidates will be examined on the basis of English law and practice in the tax year 2019/2020 unless otherwise stated.
- The general rule is that exams are based on the English legislative position three months before the date of the exams.
- Candidates should refer to the CII website for the latest information on changes to law and practice and when they will be examined:
  1. Visit [www.cii.co.uk/qualifications](http://www.cii.co.uk/qualifications)
  2. Select the appropriate qualification
  3. Select your unit on the right hand side of the page

## Reading list

The following list provides details of further reading which may assist you with your studies.

**Note: The examination will test the syllabus alone.**

The reading list is provided for guidance only and is not in itself the subject of the examination.

The resources listed here will help you keep up-to-date with developments and provide a wider coverage of syllabus topics.

CII/PFS members can access most of the additional study materials below via the Knowledge Services webpage at <https://www.cii.co.uk/knowledge-services/>.

New resources are added frequently - for information about obtaining a copy of an article or book chapter, book loans, or help finding resources, please go to <https://www.cii.co.uk/knowledge-services/> or email [knowledge@cii.co.uk](mailto:knowledge@cii.co.uk).

### CII study texts

The tax and legal aspects of business. London: CII. Study text J03.

Business financial planning. London: CII. Case study workbook AF2.

### Books

Accounting for non-accountants. 11th ed. David Horner. London: Kogan Page, 2017.

Business protection simplified. Tony Granger. Kemble, Gloucestershire: Management Books, 2015/2016.

Freshfields on corporate pensions law: 2015. David Pollard, et al. Bloomsbury Professional, 2015.

### Ebooks

The following ebooks are available through Discovery via [www.cii.co.uk/discovery](http://www.cii.co.uk/discovery) (CII/PFS members only):

Accounting and finance for non-specialists. 10th ed. Peter Atrill, E.J. McLaney. Harlow: Pearson, 2017.

Accounting for non-accountants. 11th ed. David Horner. London: Kogan Page, 2017.

Basic financial accounting. 4th ed. Willen Bosua, Madri Schute. Claremont: Juta and Company Ltd., 2015.

Business law. Ewan MacIntyre. London: Pearson, 2016.

Company law. Ann Ridley, Chris Shepherd. London: Routledge, 2015.

Corporate financial strategy. 4th ed. Ruth Bender. New York: Routledge, 2013.

Critical company law. 2nd ed. Lorraine Talbot. London: Routledge, 2016.

Financial accounting: a concepts-based introduction. David L. Kolitz. Abingdon, Oxon: Routledge, 2017.

Financial accounting: an introduction. 7th ed. Pauline Weetman. Harlow: Pearson, 2016.

### Journals and magazines

Financial adviser. London: FT Business. Weekly. Available online at [www.ftadviser.com](http://www.ftadviser.com).

Personal finance professional (previously Financial solutions). London: CII. Six issues a year. Available online at [www.thepfs.org/financial-solutions-archive](http://www.thepfs.org/financial-solutions-archive) (CII/PFS members only).

Financial times. London: Financial Times. Daily. Available online at [www.ft.com](http://www.ft.com).

Money management. London: FT Business. Monthly. Available online [www.ftadviser.com/brand/money-management](http://www.ftadviser.com/brand/money-management).

Money marketing. London: Centaur Communications. Weekly. Available online at [www.moneymarketing.co.uk](http://www.moneymarketing.co.uk).

Further articles and technical bulletins are available at [www.cii.co.uk/knowledge](http://www.cii.co.uk/knowledge) (CII/PFS members only).

### Reference materials

Harriman's financial dictionary: over 2,600 essential financial terms. Edited by Simon Briscoe and Jane Fuller. Petersfield: Harriman House, 2007.\*

\* Also available as an ebook through Discovery via [www.cii.co.uk/discovery](http://www.cii.co.uk/discovery) (CII/PFS members only).

### Examination guides

Guides are produced for each sitting of written answer examinations. These include the exam questions, examiners' comments on candidates' performance and key points for inclusion in answers.

You are strongly advised to study guides from the last two sittings.

These are available via [www.revisionmate.com](http://www.revisionmate.com).

### Exam technique/study skills

There are many modestly priced guides available in bookshops. You should choose one which suits your requirements.

The Insurance Institute of London holds a lecture on revision techniques for CII exams approximately three times a year. The slides from their most recent lectures can be found at [www.cii.co.uk/iilrevision](http://www.cii.co.uk/iilrevision) (CII/PFS members only).