

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. Process, procedures and implications of bankruptcy and 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 and application 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 2021 and April 2022 sessions.
- Candidates will be examined on the basis of English law and practice in the tax year 2021/2022 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
 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 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.

Ebooks

The following ebooks are available through
Discovery via (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.

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 .

Personal finance professional (previously
Financial solutions). London: CII. Six issues
a year.

Financial times. London: Financial Times.
Daily. Available online at .

Money management. London: FT Business.
Monthly. Available online .

Money marketing. London: Centaur
Communications. Weekly. Available online
at .

Further articles and technical bulletins are
available at (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.*

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. Please visit to buy
online or contact CII Customer Service for
further information on +44 (0)20 8989 8464.

Exam technique/study skills

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

* Also available as an ebook through eLibrary via (CII/PFS members only).