

Unit: IA7 Establish the price of assets and investments/units

Overview

This unit is about the pricing of assets and investments/units, ranging from the collection of information about asset values to the specification of their price. Assets may well include property, as well as quoted or unquoted stocks and shares. The information will need to take into account aspects such as income or daily inputs and capital values. Those engaged in pricing need to clearly specify the spread of prices and justify their selection in terms of the market and the potential profit for the organisation. Computer-based pricing systems may well be utilised, although there are some instances where manual calculations are employed.

Outcomes of effective performance

- IA7/O1 You gather and analyse all relevant information relating to the value of assets and investments daily
- IA7/O2 You utilise pricing systems in line with organisational procedures
- IA7/O3 You ensure all calculations of asset values are correct and take account of capital and income
- IA7/O4 You pass information about asset values to the appropriate people within required timescales
- IA7/O5 You investigate and resolve anomalies and discrepancies promptly
- IA7/O6 You establish prices using all relevant information relating to asset values
- IA7/O7 You state purchase and sale prices for investments/units clearly and accurately
- IA7/O8 You ensure the difference between the purchase and sales price optimises the benefit for the organisation and can be justified in market terms
- IA7/O9 You ensure all price calculations are correct and inform all relevant people

- IA7/O10 You comply with legal requirements, industry regulations, organisational policies and professional codes

Behaviours which underpin effective performance

- IA7/B1 You use information and knowledge effectively, efficiently and ethically
- IA7/B2 You present information clearly and concisely
- IA7/B3 You pay attention to details that are critical to your work
- IA7/B4 You carry out tasks with due regard to your organisation's policies and procedures, including those covering health and safety at work

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Knowledge and understanding

1. The purpose and use of pricing systems and the relationship of pricing to organisational performance.
2. The regulatory framework in relation to the pricing of assets and investments/units.
3. What the sources of data are upon which prices are based and which sources are to be accessed in fulfilling the administrator's own work role.
4. What the internal systems and procedures are for establishing the value of assets and investments.
5. What the organisational and regulatory restrictions are on investments and borrowing powers and the effect of breaking these restrictions.
6. What the implications are of price exemptions and price limits on the work that the administrator is undertaking.
7. Who the individuals are within the administrator's own organisation/department requiring price information. What the roles and responsibilities of other departments and individuals are within the organisation.
8. How to establish and maintain effective relationships with colleagues, including the use of interpersonal and communication skills and the concepts of quality service delivery.
9. What the organisational systems and procedures are for presenting price data and the importance of adhering to them
10. How your organisation's requirements relating to the application of codes, laws and regulatory requirements, including health and safety, impact on your activities