



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CHCADMIN604B Manage the finances, accounts and resources of an organisation**

**Release: 1**

## **CHCADMIN604B Manage the finances, accounts and resources of an organisation**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Descriptor**

This unit describes the knowledge and skills required by workers to manage the financial, accounting and resourcing systems of the workplace to uphold accountability and efficiency requirements

### **Application of the Unit**

#### **Application**

This unit may apply to administrative work undertaken across a range of sectors involved in delivery of community services

### **Licensing/Regulatory Information**

Not Applicable

### **Pre-Requisites**

Not Applicable

## Employability Skills Information

### Employability Skills

This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

1. Monitor budget processes

### PERFORMANCE CRITERIA

- 1.1 *Oversee the preparation of budgets in light of desired program performance outcomes and forward planning priorities*
- 1.2 *Ensure budget planning process is participatory and formats are clear and standardised*
- 1.3 *Ensure budgets are submitted for approval on time and in an appropriate format*
- 1.4 *Develop and prepare requirements and contracts with funding bodies in accordance with organisation procedures*
- 1.5 *Interpret and communicate the approved budget to other staff*

**ELEMENT****PERFORMANCE CRITERIA**

- |   |  |
|---|--|
| 2. Oversee implementation of systems for financial management and reporting | 2.1 Adhere to legal and organisation requirements in relation to financial management and reporting<br>2.2 Ensure that appropriate financial reports are prepared as required by the organisation and/or funding body<br>2.3 Oversee the development and implementation of book keeping, accounting systems and asset management to ensure that accurate and comprehensive records of income and expenditure are appropriately maintained<br>2.4 Undertake regular reconciliation against operational budgets and act upon any deviations as appropriate               |
| 3. Manage the use of funds  | 3.1 Check actual income and expenditure against budgets at regular, identified intervals<br>3.2 Ensure expenditure is within agreed limits, does not compromise future spending requirements and conforms to organisation policy and procedures<br>3.3 Where there are actual or potential deviations from budget, notify the appropriate people and develop and implement proposals for corrective action<br>3.4 Where appropriate, ensure funds are invested in accordance with organisation procedures<br>3.5 Follow guidelines for the management of unspent funds |
| 4. Develop and recommend funding options                                    | 4.1 Undertake research to acquire funding and <i>resources</i> and report the results appropriately<br>4.2 Where appropriate, prepare funding submissions in accordance with relevant guidelines, maintain liaison with funding body to monitor progress of the submission, undertake negotiations and make revisions as necessary<br>4.3 Develop contingency plans to accommodate possible shortfalls in funding and resourcing   |

**ELEMENT****PERFORMANCE CRITERIA**

5. Develop and implement resourcing proposals to meet operational needs

5.1 Develop resource proposals, taking account of client and stakeholder needs, organisation objectives and operational plans

5.2 Negotiate recommendations to vary operational plans to fit resource availability, with relevant personnel

5.3 Develop plans to maximise value gained from the organisation's *resources*

5.4 Develop and implement strategies to ensure the organisation's resource needs are met within the constraints of budget allocations, existing resources, contingencies and available resource providers

6. Monitor resource usage and performance

6.1 Monitor resource usage against organisation targets, and investigate and rectify any deviations in accordance with organisation procedures

6.2 Ensure appropriate support and training is provided to individuals and teams who have difficulties in using *resources* to the required standard

6.3 Oversee systems, procedures and records associated with documenting resource acquisition and usage in accordance with organisation requirements

6.4 Analyse and interpret budget and financial information to monitor productivity and performance

7. Manage property and equipment

7.1 Follow organisation procedures when assessing suitability and safety of buildings and equipment

7.2 Ensure the organisation's asset register is maintained as required

7.3 Ensure upgrade plans for building and equipment maintenance are established and implemented as required

7.4 Adhere to all relevant occupational health and safety and other legislation

7.5 Ensure procedures are in place to achieve the most competitive pricing for goods and services

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

#### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include knowledge of:

- Auditing procedures and requirements
- Awards and agreements
- Budgeting and planning processes and practices
- Financial management models and practices
- Importance of principles and practices to enhance sustainability in the workplace, including environmental, economic, workforce and social sustainability
- Incorporation requirements
- Insurance requirements
- Organisation guidelines
- Organisation's procedures and practices
- Principles and practices of effective resource management
- Principles of continuous improvement
- Quality assurance mechanisms
- Taxation office requirements

#### *Essential skills:*

It is critical that the candidate demonstrate the ability to:

- Demonstrate competency across the full range of the organisation's financial, accounting and resourcing systems

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include the ability to:

- Analyse financial reports against budgets and contract obligations

## REQUIRED SKILLS AND KNOWLEDGE

- Demonstrate competency within the working environment in managing finances, accounts and resources
- Manage workplace application of:
  - computerised and/or manual accounting and book keeping systems
  - budgeting processes
  - reconciliation
  - investment planning
  - financial management
  - information technology
- Read and accurately interpret financial information and reports

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

*Critical aspects for assessment and evidence required to demonstrate this unit of competency:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions  
This may include the use of languages other than English and alternative communication systems
- Where there is not an opportunity to cover all relevant aspects in the work environment, the remainder should be assessed through realistic simulations, projects, previous relevant experience or oral questioning on 'what if?' scenarios
- Assessment must include the normal range of management tasks used in the workplace

## EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
  - All workers should develop their ability to work in a culturally diverse environment
  - In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
  - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities
- Context of and specific resources for assessment:*
- This unit can be assessed independently, however holistic assessment practice with other community services units of competency is encouraged
  - Resources required for assessment include:
    - access to appropriate workplace where assessment can take place, or simulation of realistic workplace setting for assessment



## EVIDENCE GUIDE

### *Method of assessment*

- Assessment may include observation, questioning and evidence gathered from the workplace environment e.g. completed budgets, portfolios etc
- Realistic simulations, projects, previous relevant experience or oral questioning on 'what if?' Scenarios
- Observation of processes and procedures, oral and/or written questions on Essential knowledge and skills and consideration of required attitudes
- Where performance is required to be demonstrated over a period of time and/or in a number of locations, any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons
- Review of any workplace documentation produced by the candidate related to managing finances, accounts and resources

## Range Statement

### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

### *Budgeting and financial obligations may include:*

- Auditing
- Awards and other staffing requirements
- Balance sheets
- Insurance requirements
- Monthly or other reports
- Tax office requirements

**RANGE STATEMENT**

- Appropriate parties may include:*
- Board of management
  - Clients
  - Funding providers
  - Government
  - Other staff
  - Treasurer
- Legal requirements may include those relating to:*
- Acquittal of funds
  - Annual and other reports
  - Audit processes
  - Incorporation laws
  - Insurance
  - Relevant awards
  - Taxation and superannuation
- Resources may include:*
- Buildings/facilities
  - Equipment, supplies and stores
  - Finance
  - Information systems
  - Staffing levels
  - Time
  - Transport

**Unit Sector(s)**

Not Applicable