Australian Government

# CPPREP4232 Manage commercial property financial reports

Release: 1

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## Modification History

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| Release 1 | This version first released with CPP Property Services Training Package Release 8.0.<br>New unit of competency. |

## Application

This unit specifies the skills and knowledge required to manage financial reporting for commercial property management.

It includes collating and analysing income, expenditure and cash flow to plan and budget for financial reporting.

It also includes preparing required financial reports and evaluating financial outcomes for the property in consultation with lessors to identify and recommend actions for improvement.

The unit applies to industry professionals in real estate.

State or territory licensing requirements may apply to this unit.

## Pre-requisite Unit

Nil

## Unit Sector

Real estate

## Elements and Performance Criteria

| Elements describe the essential outcomes. | Performance criteria describe what needs to be done to demonstrate achievement of the element. |
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| 1. Plan financial reporting for commercial property management. | 1.1 Analyse property documentation to confirm financial reporting obligations according to client instructions or agreement.<br>1.2 Confirm types and purpose of required financial reports and reporting periods.<br>1.3 Schedule financial reporting activities to meet client requirements and accounting protocols. |
| 2. Develop annual budget for commercial | 2.1 Collate financial data for commercial property. |

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| property. | 2.2 Analyse financial data to prepare forecasts for the financial year.<br>2.3 Prepare and document budget and tenancy schedules to meet agency requirements for commercial property management. |
| 3. Coordinate financial reporting for commercial property. | 3.1 Prepare financial reports according to client instructions.<br>3.2 Assess completed financial reports to verify sufficiency to meet reporting requirements and take required action to correct errors or omissions.<br>3.3 Distribute financial reports to lessor to meet agreed reporting timeframes and agency requirements. |
| 4. Evaluate and improve financial outcomes for commercial property. | 4.1 Assess financial outcomes for property to identify areas requiring improvement.<br>4.2 Recommend actions to improve financial outcomes in discussion with lessor and obtain feedback and further instruction from lessor.<br>4.3 Facilitate implementation of processes to improve financial outcomes for property according to lessor instructions.<br>4.4 Secure and maintain financial information and documentation according to agency requirements. |

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Unit Mapping Information

No equivalent unit.

New unit of competency.

## Links

Companion volumes to this training package are available at the VETNet website - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b