



Australian Government

DEFFIN007 Analyse and report on organisational operating costs

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to plan for, gather information for analysis, and submit a report on organisational operating costs.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities related to management reporting as part of their duties.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial administration.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking financial management tasks. They would perform sophisticated tasks in familiar contexts.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| 1 Plan for provision of a report | 1.1 Establish timelines to meet report deadlines and data requirements and communicate them to report users and input providers |
| | 1.2 Establish a contingency plan if key milestones slip or are not met |
| | 1.3 Identify expected organisation and policy changes and anticipate potential impact on reporting structure |
| 2 Prepare a draft report | 2.1 Gather organisational operating cost information from relevant sources and financial management information systems |
| | 2.2 Draft the report |
| | 2.3 Check report for accuracy against data contained in supporting documentation |
| 3 Analyse the results | 3.1 Review report for completeness, accuracy and consistency with authoritative data |
| | 3.2 Identify and investigate any material variances or other anomalies and seek clarification where required |
| | 3.3 Resolve any identified issues with the report content |
| | 3.4 Prepare final report |
| 4 Submit report for authorisation | 4.1 Provide report to stakeholders for review |
| | 4.2 Make any necessary changes to the documents |
| | 4.3 Obtain all required approvals |
| 5 Distribute report and follow up outstanding issues | 5.1 Distribute approved reports |
| | 5.2 Remediate any outstanding issues prior to the commencement of the next reporting cycle |

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>