



**Australian Government**

# **DEFFIN011 Perform administration and management of financial systems**

**Release: 1**

# DEFFIN011 Perform administration and management of financial systems

## 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 manage and maintain financial systems master data and implement systems projects.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities related to financial systems 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 management activities.

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

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.

- |  |   |
|--|---|
| <b>1 Provide oversight and management of financial systems</b> | <b>1.1</b> Identify business information requirements                         |
|  | <b>1.2</b> Design and implement solutions                                     |
| <b>2 Maintain master data</b>                                  | <b>2.1</b> Review, validate and analyse requests for amendment to master data |
|  | <b>2.2</b> Seek approvals from stakeholders                                   |
|  | <b>2.3</b> Create and action request  |
|  | <b>2.4</b> Provide advice to business areas                                   |
| <b>3 Implement systems projects</b>                            | <b>3.1</b> Plan project requirements  |
|  | <b>3.2</b> Implement new requirements   |
|  | <b>3.3</b> Support business area to adopt new system or process               |

## 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>