DEFFIN018 Prepare reports on organisational operating costs

DEFFIN018 Prepare reports on organisational operating costs

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, prepare, submit and distribute 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 management activities.

Those undertaking this unit would work independently or as part of a team, under indirect supervision. They must be able to use discretion and judgement and take responsibility for the quality of their outputs. 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	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Plan for provision of report	1.1	Establish timelines to meet report deadlines and data requirements
		1.2	Communicate timelines to stakeholders
2	Prepare report	2.1	Gather organisational operating cost information from relevant sources and financial management information systems
		2.2	Draft the report
		2.3	Identify and investigate any anomalies within the report, seeking clarification from subject matter experts
		2.4	Make necessary amendments to report
		2.5	Prepare final report
3	Submit and distribute report	3.1	Submit report for approval
		3.2	Distribute approved report

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