



Australian Government

DEFFIN022 Perform administration of financial systems

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 support and maintain financial systems master data and support the implementation of design solutions.

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 independently and as part of a team while undertaking financial management tasks. They would perform complex 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 Provide oversight of financial systems | 1.1 Review and analyse business information requirements |
| | 1.2 Implement design solutions |
| 2 Maintain master data | 2.1 Review, validate and analyse requests for amendment to master data |
| | 2.2 Seek approvals from stakeholders |
| | 2.3 Create and action request |
| | 2.4 Provide advice to business areas |
| 3 Support systems projects implementation | 3.1 Provide input into a project plan |
| | 3.2 Support the implementation of new requirements |
| | 3.3 Support business area to adopt new system/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>