



Australian Government

DEFFIN025 Process financial transactions

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 process financial transactions in financial management systems.

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

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 routine 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 Check and verify supporting documentation | 1.1 Record information from financial documents |
| | 1.2 Examine supporting documentation to establish accuracy and completeness and to ensure authorisation by appropriate personnel |
| 2 Prepare and process transaction documentation | 2.1 Prepare documentation |
| | 2.2 Check documentation against source documents for accuracy and correct any errors |
| | 2.3 File documents for auditing purposes |
| 3 Enter data into system | 3.1 Enter data and allocate transactions to system and accounts ensuring accuracy |
| | 3.2 Update related systems to maintain integrity of relationships between financial systems |

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>