



Australian Government

DEFFIN028 Oversee public sector financial transaction processing

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 manage the delivery of financial transactions services.

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

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.

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|--------------------------------------|---|
| 1 Manage relations | 1.1 Recognise and communicate role and purpose of the transaction processing centre |
| | 1.2 Manage reporting and communication to senior management |
| | 1.3 Establish and implement processes to determine and monitor the range of services required by the organisation |
| 2 Manage delivery of services | 2.1 Establish, implement and monitor processes to ensure compliance with legislative and regulatory environment |
| | 2.2 Develop, implement and monitor operational plans |
| | 2.3 Determine and monitor performance indicators for service provision, and seek and respond to feedback from staff about service provision and process improvements |
| | 2.4 Identify and manage resources and support systems required for delivery of services |
| | 2.5 Identify training strategies to ensure staff are able to provide required products and services |

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>

