



Australian Government

PSPGEN108 Use public sector financial processes

Release: 1

PSPGEN108 Use public sector financial processes

Modification History

Supersedes and is equivalent to PSPGEN076 Use public sector financial processes.

Application

This unit describes the performance outcomes, skills and knowledge required to apply the public sector financial framework and its application to routine financial processes. It requires a basic understanding of the framework.

This unit applies to those working in the public sector in a non-specialist finance role but with responsibility for financial duties and processes. Those undertaking this unit work independently with some supervision of others, performing routine tasks in a familiar context.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

General

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Identify public sector financial requirements.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify the elements of the public sector financial management compliance framework relevant to the work role and confirm organisational requirements for the application of these elements.
- 1.2. Identify delegation requirements for work functions.
- 1.3. Identify internal financial controls and separation of duties relevant to the business unit and identify and clarify the implications of these with senior staff.
- 1.4. Locate public sector financial policies and procedures that support the work role and identify their requirements.

- 2. Implement public sector financial requirements.
 - 2.1. Carry out and record financial processes in accordance with public sector requirements.
 - 2.2. Differentiate levels of delegations and implement delegation requirements relating to work functions.
 - 2.3. Apply internal controls in the work area.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to PSPGEN076 Use public sector financial processes.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>