



Australian Government

Department of Education, Employment and Workplace Relations

PSP40504 Certificate IV in Government (Financial Services)

Revision Number: 2

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Modification History

PSP40504 Release 2: Layout adjusted. No changes to content.

PSP40504 Release 1: Primary release.

Description

This specialist qualification covers the competencies required of finance officers in the public sector. Electives should reflect the responsibilities of the individual and the job skills required for effective performance. Where a free choice of Electives is possible in the qualification packaging rules, Electives may also be drawn from other Training Packages to reflect the work context and career plans of the individual.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Not applicable.

Packaging Rules

This qualification requires 15 units of competency consisting of:

- 8 core units
- 7 elective units including:
 - a maximum of 1 unit from Group A
 - at least 4 units from Group B
 - 2 units from elsewhere within this Training Package, **or** any endorsed Training Package **or** Accredited Course. One unit may be selected from a Certificate III level

Units selected should not duplicate content already covered by other units in this qualification.

****All other elective units must be selected from an equivalent qualification level or higher, unless otherwise stated.**

Core Units	
PSPETHC401A	Uphold and support the values and principles of public service
PSPGOV402B	Deliver and monitor service to clients
PSPGOV408A	Value diversity
PSPGOV412A	Use advanced workplace communication strategies
PSPGOV422A	Apply government processes
PSPLEGN401A	Encourage compliance with legislation in the public sector
PSPPOL404A	Support policy implementation
PSPFIN401A	Use public sector financial processes
Group A Elective Units	
PSPOHS301A	Contribute to workplace safety
PSPOHS401B	Implement workplace safety procedures and programs (supervisory staff)
Group B Elective Units	
BSBFIA401A	Prepare financial reports
BSBFIA402A	Report on financial activity

BSBFIM502A	Manage payroll
FNSACC401A	Process business tax requirements
FNSACC402A	Prepare operational budgets
FNSACC404A	Prepare financial statements for non-reporting entities
FNSACC405A	Maintain inventory records
FNSICACC307A	Reconcile and monitor accounts receivable
FNSICORG509A	Maintain integrity of financial systems