Australian Government

PUAOPE002 Manage the finance function at an incident

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge to manage contracts, procurement, account payments, account records, compensation, insurance claims and the timekeeping of records to support the financial management of an incident.

Finance Officers are required to account for expenditure during an incident, manage insurance and compensation claims and/or issues, collect and record cost data and undertake a cost estimation for the incident.

An individual performing this role has the title of Finance Officer and is delegated responsibility by the Incident Controller or Logistics Officer. This role supports the Incident Controller and other members of the Incident Management Team. The finance function is generally carried out by a finance unit within the logistics section.

If the Incident Controller determines the need to expand the finance unit into a functional section, then it will become a finance section reporting directly to the Incident Controller. Authorisation to perform this role is subject to organisational policies and procedures.

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

Pre-requisite Unit

Not applicable.

Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential	Performance criteria describe the performance needed to

outcomes.	demonstrate achievement of the element.
1 Establish finance section/unit	**1.1** Initial briefing, including information needed to manage the finance requirements for the incident, is obtained from Incident Controller or Logistics Officer
	1.2 Finance section or unit objectives and tasks are identified
	1.3 Finance section or unit structure is developed and required financial management resources are identified and obtained
	1.4 Finance section or unit is established, including subunits, and tasks are delegated and briefings are given to delegated personnel
	1.5 Safe work practices and health and welfare arrangements for work area are implemented and monitored
2 Manage finance section/unit	**2.1** Allocated tasks are adjusted to meet incident objectives and financial requirements
	2.2 Workload, progress and performance of finance section or unit is monitored and managed, in accordance with organisational procedures
	2.3 Finance section or unit meetings are conducted, in accordance with organisational procedures
	2.4 Information flow within the incident management team and with identified external organisations, is established and maintained
	2.5 Finance plan is developed and implemented, in accordance with organisational procedures
	2.6 Arrangements are made for a log or record of activities and decisions to be kept and maintained, in accordance with organisational procedures
3 Undertake finance activities	**3.1** Purchase and hire of equipment accounts are received, processed and reconciled within authorisations for expenditure
	3.2 Agreements with financial requirements are reviewed for compliance with organisational requirements
	3.3 Payroll and related systems and records are maintained,

			in accordance with organisational procedures
		3.4	Insurance information is maintained, in accordance with organisational procedures
		3.5	Cost recovery procedures are implemented, in accordance with organisational procedures
		3.6	Potential and existing financial issues are identified and advice on trends is communicated to appropriate personnel
4	**Provide financial advice to incident management team**	**4.1**	Cost analysis on alternative control operations is provided, as required
		4.2	Financial summary information on incident operations is provided, in accordance with organisational procedures
		4.3	Financial support services are identified and provided, in a timely and efficient manner
		4.4	Liaison with other members of the incident management team is undertaken, in accordance with organisational procedures
5	**Monitor and review finance functions**	**5.1**	Allocation and performance of financial resources are monitored and reviewed
		5.2	Briefings and debriefings are conducted, as required
		5.3	Post incident analysis is initiated and/or participated in

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

New unit, there is no equivalent unit.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf