



**Australian Government**

# **PUAFIR505B Administer cost centre's financial resources**

**Release 2**

## PUAFIR505B Administer cost centre's financial resources

### Modification History

Release	TP Version	Comments
2	PUA12 V2	Pre-requisite unit PUAMAN002B Administer workgroup resources removed Application of the Unit added Method of assessment added
1	PUA00 V8.1	Primary release on TGA

### Unit Descriptor

This unit covers the competency required to prepare budget estimates and to administer and report on the budget's performance.

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

### Application of the Unit

This unit applies to personnel required to manage the financial resources for a designated area of responsibility. A designated area of responsibility may include a region, brigade or a business unit, or a project involving the use and management of financial resources.

### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

Not applicable.

### Employability Skills Information

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency.

Performance Criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 1. Prepare capital and recurrent budget estimates

- 1.1 Capital and recurrent ***budget*** estimate is prepared to ensure that the necessary funds to operate a cost centre for its budgetary period are accurately determined.
- 1.2 Budget details and supporting evidence are prepared and submitted in accordance with organisational requirements.
- 1.3 Budget review process is participated in to comply with organisational priorities.

#### 2. Administer financial budget

- 2.1 Budget is administered according to financial policies to ensure effective resource usage.
- 2.2 Financial information is regularly analysed and reported on and actions are taken to achieve planned outcomes.
- 2.3 Expenditure is monitored and evaluated on a regular basis.

#### 3. Manage forward planning activities

- 3.1 Short- and long-term resource availability in relation to forward planning for staffing, plant, equipment and appliances is continuously monitored.
- 3.2 Comprehensive planning processes for activities and projects are adhered to.
- 3.3 Plans are regularly updated to incorporate changing circumstances.
- 3.4 Expenditure on new projects and initiatives is proposed, justified and negotiated.

## **Required Skills and Knowledge**

This describes the essential skills and knowledge and their level, required for this unit.

### **Required Skills**

- estimate expenditure and capital requirements for the work group
- prepare a budget performance report
- prepare a work group budget

### **Required Knowledge**

- budget development process
- content and format of a performance report
- elements of a budget
- limitations of budgets
- purpose and function of budgets
- purpose of a performance report
- types and formats of budgets

## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Assessment must confirm the ability to:

- prepare a budget for a work group
- prepare a performance report for a budget

### Consistency in performance

Competency should be demonstrated over time and in a range of contexts.

### Context of and specific resources for assessment

#### Context of assessment

Competency should be assessed on-the-job or in a simulated workplace environment.

#### Specific resources for assessment

There are no specific resource requirements for this unit.

### Method of assessment

In a public safety environment assessment is usually conducted via direct observation in a training environment or in the workplace via subject matter supervision and/or mentoring, which is typically recorded in a competency workbook.

Assessment is completed using appropriately qualified assessors who select the most appropriate method of assessment.

Assessment may occur in an operational environment or in an agency-approved simulated work environment. Forms of assessment that are typically used include:

- direct observation
- interviewing the candidate
- journals and workplace documentation
- third party reports from supervisors
- written or oral questions

## Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

***Budget*** may include:

- budget expenditures – routine or recurrent expenditure
- capital and budget estimates developed within organisational guidelines and directives
- evaluation of planning activities – within the ranges set by predetermined performance indicators
- financial budget administration – organisational budgetary policies and procedures
- maintenance projects
- municipal costs
- new minor projects or minor works
- ongoing costs
- recurring expenses (such as salary and wages)
- stationery and stores

## Unit Sector(s)

Not applicable.