



Australian Government

CPPREP4232 Manage commercial property financial reports

Release: 1

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Modification History

Release 1 This version first released with CPP Property Services Training Package Release 8.0.

New unit of competency.

Application

This unit specifies the skills and knowledge required to manage financial reporting for commercial property management.

It includes collating and analysing income, expenditure and cash flow to plan and budget for financial reporting.

It also includes preparing required financial reports and evaluating financial outcomes for the property in consultation with lessors to identify and recommend actions for improvement.

The unit applies to industry professionals in real estate.

State or territory licensing requirements may apply to this unit.

Pre-requisite Unit

Nil

Unit Sector

Real estate

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1. Plan financial reporting for commercial property management.	1.1 Analyse property documentation to confirm financial reporting obligations according to client instructions or agreement. 1.2 Confirm types and purpose of required financial reports and reporting periods. 1.3 Schedule financial reporting activities to meet client requirements and accounting protocols.
2. Develop annual budget for commercial	2.1 Collate financial data for commercial property.

property.	2.2 Analyse financial data to prepare forecasts for the financial year. 2.3 Prepare and document budget and tenancy schedules to meet agency requirements for commercial property management.
3. Coordinate financial reporting for commercial property.	3.1 Prepare financial reports according to client instructions. 3.2 Assess completed financial reports to verify sufficiency to meet reporting requirements and take required action to correct errors or omissions. 3.3 Distribute financial reports to lessor to meet agreed reporting timeframes and agency requirements.
4. Evaluate and improve financial outcomes for commercial property.	4.1 Assess financial outcomes for property to identify areas requiring improvement. 4.2 Recommend actions to improve financial outcomes in discussion with lessor and obtain feedback and further instruction from lessor. 4.3 Facilitate implementation of processes to improve financial outcomes for property according to lessor instructions. 4.4 Secure and maintain financial information and documentation according to agency requirements.

Foundation Skills

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

Unit Mapping Information

No equivalent unit.

New unit of competency.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPREP4232 Manage commercial property financial reports

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Performance Evidence

To demonstrate competency in this unit, a person must, for two separate commercial properties, develop financial reports for the lessor. These reports must include:

- income and expenditure report
- cashflow projection
- statutory reporting.

In doing this, the person must meet the performance criteria for this unit.

Knowledge Evidence

To be competent in this unit, a person must demonstrate knowledge of:

- legislation and regulations governing management of commercial property financial reports in the state or territory of operation
- arrears recovery procedures
- basic accounting techniques used to calculate income, expenditure and cash flow
- budgeting process for commercial property financial management
- information to be contained in financial reports for commercial property
- methods for collecting and recording income for commercial property
- methods for controlling and paying expenditure for commercial property
- methods for setting up and administering budgets for commercial property
- outgoings recovery and management processes for commercial property
- ethical standards, regulatory requirements and role of agents in managing commercial property financial reports
- types, purpose and reporting periods of commercial property financial reports.

Assessment Conditions

Assessors must satisfy the requirements for assessors listed in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or in a simulated workplace environment.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- materials and equipment meeting the operational requirements for a real estate agency:
 - policies, procedures and documentation relating to managing commercial property financial reports
 - legislation in the state or territory of operation relating to managing commercial property financial reports
 - equipment, communication and data access and storage technology required to prepare a range of required commercial property financial reports
- accountant or other professional to assist in the preparation of commercial property financial reports.

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