



Australian Government

DEFFIN023 Contribute to management of the public sector finance function

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the DEF Defence Training Package.

Application

This unit describes the skills required to provide management of projects, programs and activities within the public sector Finance Domain management function.

This unit applies to those responsible for the development or management of the public sector Finance Domain.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to, particularly those related to financial management.

Those undertaking this unit would be working under minimal supervision and/or supervising small teams while undertaking management tasks within the Finance Domain. They would perform complex tasks in familiar context.

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

Pre-requisite Unit

Not applicable.

Competency Field

Financial Management

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

PERFORMANCE CRITERIA

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

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| 1 Facilitate effective communication | 1.1 Follow standardised communication processes and strategies |
| | 1.2 Implement consultation strategies to ensure stakeholder input into planning and decision making |
| | 1.3 Facilitate the collection of feedback |
| 2 Develop and maintain productive working relationships | 2.1 Identify the value and benefits of networks and other work relationships for the team and the organisation |
| | 2.2 Gain and maintain the trust and confidence of colleagues |
| | 2.3 Adjust interpersonal style and methods to the environment |
| 3 Participate in continuous improvement | 3.1 Promote innovation in line with the vision and objectives of the organisation |
| | 3.2 Participate in development and innovation initiatives |
| | 3.3 Prioritise competing demands to achieve team and organisational objectives |
| 4 Manage Finance Domain project | 4.1 Contribute to the definition of project scope |
| | 4.2 Provide input to a project timetable |
| | 4.3 Monitor the progress and completion of project tasks |
| | 4.4 Identify risks to project completion |
| | 4.5 Complete project deliverables |

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

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>