



Australian Government

DEFFIN028 Oversee public sector financial transaction processing

Release: 1

DEFFIN028 Oversee public sector financial transaction processing

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 manage the delivery of financial transactions services.

This unit applies to those working in the public sector Finance Domain who would be required to undertake financial management activities.

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 financial management tasks. 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 Manage relations | 1.1 Recognise and communicate role and purpose of the transaction processing centre |
| | 1.2 Manage reporting and communication to senior management |
| | 1.3 Establish and implement processes to determine and monitor the range of services required by the organisation |
| 2 Manage delivery of services | 2.1 Establish, implement and monitor processes to ensure compliance with legislative and regulatory environment |
| | 2.2 Develop, implement and monitor operational plans |
| | 2.3 Determine and monitor performance indicators for service provision, and seek and respond to feedback from staff about service provision and process improvements |
| | 2.4 Identify and manage resources and support systems required for delivery of services |
| | 2.5 Identify training strategies to ensure staff are able to provide required products and services |

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>

Assessment Requirements for DEFFIN028 Oversee public sector financial transaction processing

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying relevant legislation and organisation policies
- communicating effectively to identified personnel
- developing and implementing operational plans
- identifying and implementing compliance processes
- managing report preparation on transaction processing performance
- managing stakeholders
- managing the provision of services to stakeholders.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- accounting conventions, processes and procedures
- legislative and regulatory requirements relevant to the work
- organisational policy and procedures relating to transaction processing
- procedures and systems relating to financial transaction processing, including:
 - documentation management
 - assurance processes
 - financial system requirements
 - transaction processing procedures
- typical errors that can be made in processing financial transactions.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations, current at the time of assessment.

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assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, regulations, codes of practice and operation manuals
- acceptable means of simulated assessment.

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