



Australian Government

PSPGEN108 Use public sector financial processes

Release: 1

PSPGEN108 Use public sector financial processes

Modification History

Supersedes and is equivalent to PSPGEN076 Use public sector financial processes.

Application

This unit describes the performance outcomes, skills and knowledge required to apply the public sector financial framework and its application to routine financial processes. It requires a basic understanding of the framework.

This unit applies to those working in the public sector in a non-specialist finance role but with responsibility for financial duties and processes. Those undertaking this unit work independently with some supervision of others, performing routine tasks in a familiar context.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

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

Pre-requisite Unit

Nil

Competency Field

General

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Identify public sector financial requirements.

PERFORMANCE CRITERIA

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

- 1.1. Identify the elements of the public sector financial management compliance framework relevant to the work role and confirm organisational requirements for the application of these elements.
- 1.2. Identify delegation requirements for work functions.
- 1.3. Identify internal financial controls and separation of duties relevant to the business unit and identify and clarify the implications of these with senior staff.
- 1.4. Locate public sector financial policies and procedures that support the work role and identify their requirements.

- 2. Implement public sector financial requirements.
 - 2.1. Carry out and record financial processes in accordance with public sector requirements.
 - 2.2. Differentiate levels of delegations and implement delegation requirements relating to work functions.
 - 2.3. Apply internal controls in the work area.

Foundation Skills

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

Unit Mapping Information

Supersedes and is equivalent to PSPGEN076 Use public sector financial processes.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=bebbece7-ff48-4d2c-8876-405679019623>

Assessment Requirements for PSPGEN108 Use public sector financial processes

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Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and on at least one occasion:

- access information and legislation electronically or in hard copy and apply to work practices
- enter data and prepare accurate reports in required formats
- apply delegations.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation, policies and processes relating to public sector finance
- basic structure of the public sector financial management compliance framework and its elements
- documents that make up the financial framework
- public sector delegations related to the work function
- internal controls and separation of duties
- corporate governance requirements and the relationship of the financial management compliance framework to organisational structures
- ethics and codes of conduct
- financial application software
- basic accounting principles related to the work function.

Assessment Conditions

Skills must be demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

Assessment must ensure access to:

- legislation, policies and processes relating to public sector finance
- public sector delegations related to the work function
- resources and equipment of the working environment.

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

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