



Australian Government

PUAMAN007 Manage financial resources

Release: 2

PUAMAN007 Manage financial resources

Modification History

Release 2.0 This is the second release of this unit of competency in the Public Safety Training Package.

Editorial adjustments and clarification of text in Assessment Conditions.

Release 1.0 This is the first release of this unit of competency in the PUA Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge required to manage financial resources to achieve organisation and operational objectives.

The unit applies to any personnel with authority for the management of financial resources, including budgets, within a public safety organisation.

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

Pre-requisite Unit

The fire sector is those sections of government departments, statutory authorities or organisations that have responsibility under jurisdictional arrangements for the delivery of firefighting and fire management services.

It is essential that the prerequisite units listed below are obtained prior to the issuance of this unit to individuals within the fire sector or the units contributing to the attainment of a fire qualification.

PUAFIR505 Administer cost centre's financial resources

Competency Field

Management

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

1 Develop budget

- 1.1** Budgets are developed in required format, in accordance with organisational procedures
- 1.2** Costs and income streams are identified and quantified, in accordance with organisational procedures
- 1.3** Comparative analysis is prepared for major items, in accordance with organisational policies and procedures
- 1.4** Subordinate budgets are integrated into the prime budget
- 1.5** Implications of major shifts in proposed or actual budget allocations, income and/or expenditure are identified and analysed when preparing the budget
- 1.6** Performance indicators are developed and implemented, in accordance with organisational procedures
- 1.7** Financial resources are allocated to support achievement of operational objectives

2 Allocate, authorise and monitor expenditure

- 2.1** Expenditure management is implemented to ensure it meets organisational financial accountability requirements
- 2.2** Significant potential and actual variations from the budget are renegotiated, in accordance with organisational procedures
- 2.3** Expenditure is authorised within financial authority limits, in accordance with organisational procedures and guidelines
- 2.4** Supply and expenditure processes are in accordance with corporate governance and organisational protocols
- 2.5** Financial reports are produced, as required, in a format nominated by the organisation
- 2.6** Primary and subordinate budgets are monitored alongside achievement of financial and operational objectives
- 2.7** Financial allocations are monitored, in accordance with organisational procedures, to ensure objectives and priorities relating to service delivery are met

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| | 2.8 | Reallocation of financial resources is undertaken, in accordance with organisational policy and procedures |
| 3 Utilise financial management information systems | 3.1 | Management information systems are used for planning, implementing and monitoring financial resource usage |
| | 3.2 | Management information system reports are produced, verified and interpreted, in accordance with organisational policy and procedures |

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

This unit replaces and is equivalent to PUAMAN007B Manage financial resources.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>