



Australian Government

PUAOPE002 Manage the finance function at an incident

Release: 1

PUAOPE002 Manage the finance function at an incident

Modification History

Release 1. This is the first release of this unit of competency in the Public Safety Training Package.

Application

This unit of competency involves the skills and knowledge to manage contracts, procurement, account payments, account records, compensation, insurance claims and the timekeeping of records to support the financial management of an incident.

Finance Officers are required to account for expenditure during an incident, manage insurance and compensation claims and/or issues, collect and record cost data and undertake a cost estimation for the incident.

An individual performing this role has the title of Finance Officer and is delegated responsibility by the Incident Controller or Logistics Officer. This role supports the Incident Controller and other members of the Incident Management Team. The finance function is generally carried out by a finance unit within the logistics section.

If the Incident Controller determines the need to expand the finance unit into a functional section, then it will become a finance section reporting directly to the Incident Controller. Authorisation to perform this role is subject to organisational policies and procedures.

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

Pre-requisite Unit

Not applicable.

Competency Field

Operations

Unit Sector

Public Safety

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

outcomes.

demonstrate achievement of the element.

1 Establish finance section/unit

- 1.1** Initial briefing, including information needed to manage the finance requirements for the incident, is obtained from Incident Controller or Logistics Officer
- 1.2** Finance section or unit objectives and tasks are identified
- 1.3** Finance section or unit structure is developed and required financial management resources are identified and obtained
- 1.4** Finance section or unit is established, including subunits, and tasks are delegated and briefings are given to delegated personnel
- 1.5** Safe work practices and health and welfare arrangements for work area are implemented and monitored

2 Manage finance section/unit

- 2.1** Allocated tasks are adjusted to meet incident objectives and financial requirements
- 2.2** Workload, progress and performance of finance section or unit is monitored and managed, in accordance with organisational procedures
- 2.3** Finance section or unit meetings are conducted, in accordance with organisational procedures
- 2.4** Information flow within the incident management team and with identified external organisations, is established and maintained
- 2.5** Finance plan is developed and implemented, in accordance with organisational procedures
- 2.6** Arrangements are made for a log or record of activities and decisions to be kept and maintained, in accordance with organisational procedures

3 Undertake finance activities

- 3.1** Purchase and hire of equipment accounts are received, processed and reconciled within authorisations for expenditure
- 3.2** Agreements with financial requirements are reviewed for compliance with organisational requirements
- 3.3** Payroll and related systems and records are maintained,

		in accordance with organisational procedures
	3.4	Insurance information is maintained, in accordance with organisational procedures
	3.5	Cost recovery procedures are implemented, in accordance with organisational procedures
	3.6	Potential and existing financial issues are identified and advice on trends is communicated to appropriate personnel
4	Provide financial advice to incident management team	
	4.1	Cost analysis on alternative control operations is provided, as required
	4.2	Financial summary information on incident operations is provided, in accordance with organisational procedures
	4.3	Financial support services are identified and provided, in a timely and efficient manner
	4.4	Liaison with other members of the incident management team is undertaken, in accordance with organisational procedures
5	Monitor and review finance functions	
	5.1	Allocation and performance of financial resources are monitored and reviewed
	5.2	Briefings and debriefings are conducted, as required
	5.3	Post incident analysis is initiated and/or participated in

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

New unit, there is no equivalent unit.

Links

PUA Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=3eca5672-6d5a-410b-8942-810d0ba05bbf>

Assessment Requirements for PUAOPE002 Manage the finance function at an incident

Modification History

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Performance Evidence

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

- applying Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements
- conducting briefings and debriefings
- delegating responsibilities and monitoring performance
- delegating to sub-units within the finance section
- establishing finance section or unit
- implementing organisational documentation, policies and procedures
- keeping a log or record of activities
- liaising with Incident Controller, Logistics Officer and other members of the incident management team
- maintaining financial management system including payroll and accounts
- managing a team including allocating tasks within a time critical and dynamic environment
- managing and monitoring finance section or unit
- managing insurance requirements
- operating in a finance management role
- preparing, presenting and communicating complex financial information
- providing feedback
- recording the status of financial resources at an incident
- taking mitigation action to ensure completion of financial requirements
- using financial support services
- working as a member of an incident management team

Knowledge Evidence

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

- agreements with financial requirements including contractual arrangements, cooperative agreements, memorandums of understanding and organisational financial policies and procedures

- Australasian Inter-service Incident Management System (AIIMS) structure and principles
- finance section or unit structure including accounts, compensation and insurance, financial monitoring and time keeping units
- financial reporting requirements
- financial support services including analysis of financial risks, collection of cost data, maintenance of records of hire and procurement, provision of cost estimates, compensation and insurance claims processing, provision of financial summaries, receipt and payment of accounts, time keeping and cost analysis
- financial tasks including analyse financial risk, receive and process purchase or hire accounts, review and comply with agreements with financial requirements, maintain payroll and related systems and records, provide financial summaries and undertake costs analysis
- insurance information including equipment, personal effects and vehicles
- management and facilitation of teams and team work including task allocations
- national, state and territory emergency management legislation, policies, procedures and interagency memorandums of understanding
- organisational documentation, policies and procedures
- organisational financial requirements to support operational planning requirements and processes
- potential and existing financial issues including claims, injury compensation, pay and procurement
- processes and requirements for briefings and debriefings including Situation, Mission, Execution, Administration/logistics, Command/control and Safety (SMEACS)
- protocols and procedures for meetings including techniques for resolving conflict
- requirements of a finance section facility
- types of incidents
- Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) requirements

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

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in industry approved simulated workplace operational situations that reflect workplace conditions.

Resources for assessment must include access to

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, equipment, tools and personal protective clothing and

equipment currently used in industry

- applicable documentation including organisational procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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