



Australian Government

RIIFIA401E Manage financial records

Release: 1

RIIFIA401E Manage financial records

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to manage financial records in the resources and infrastructure industries.

It applies to those working in supervisory roles. They are generally responsible for the output of others, contribute to the development of technical solutions to non-routine problems and apply management plans to the workplace.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare/receive invoices	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to manage financial records 1.3 Estimate all job components accurately 1.4 Present financial data and record quotations 1.5 Levy charges according to services, and render accounts to clients 1.6 Promptly and accurately prepare invoices to help ensure desired cash flow 1.7 Verify accounts received for accuracy and pay promptly
2. Maintain cost records	2.1 Maintain financial controls and accountability according to workplace procedures 2.2 Record all costs in writing promptly, legibly and accurately
3. Prepare reports on variances from cost	3.1 Analyse cost records to detect variances/reasons for variances according to workplace procedures

ELEMENT	PERFORMANCE CRITERIA
estimates	3.2 Compare final costing with original job tender 3.3 Prepare reports in accordance with workplace procedures
4. Monitor financial performance	4.1 Determine and maintain strategies for managing budget against actual performance 4.2 Determine and calculate cost to enterprise requirements according to workplace procedures 4.3 Complete reporting and pricing records according to workplace procedures 4.4 Produce financial reports in a clear and timely manner for distribution to relevant stakeholders

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Oral communication	Articulates requirements and responsibilities clearly and distinctively, using industry standard technical language intended for audience and environment
Reading	Identifies and interprets relevant information from workplace procedures, documentation, legislation and regulations
Problem solving	Demonstrates an understanding of the ways in which variables impact on decision outcomes

Unit Mapping Information

Supersedes and is equivalent to RIIFIA401D Manage financial records.

Links

Companion Volume implementation guides is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIIFIA401E Manage financial records

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- manage financial records on at least two occasions, including:
 - identifying and accessing financial data
 - organising financial data to highlight relevant features
 - presenting financial data and record quotations in comprehensive format
 - liaising with suppliers and end users of purchases
 - preparing and processing invoices
 - analysing and assessing expenditure
 - calculating data and to reconcile figures
 - interpreting and balancing a budget
 - maintaining financial records
 - estimating and calculating time/costs for repairing, replacing and servicing site equipment
 - preparing a written financial report.

During the above, the candidate must:

- locate and apply relevant legislation, documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques for managing financial records
- work effectively with others to manage financial records in a way that meets all required outcomes
- communicate clearly and concisely with others to receive and clarify work instructions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key legislation required to manage financial records
- key policies, procedures and documentation required to manage financial records, including:
 - codes of ethics and conduct
 - service delivery, quotation and payment policies and procedures
 - standard contracting arrangements
- employing purchasing and procurement principles for:
 - accountability
 - probity and transparency
 - risk management
 - value for money
- principles and techniques for:
 - complying with federal government taxes and charges
 - maintaining record keeping systems
 - following budgeting procedures
- principles and techniques for identifying relevant hazards and emergencies
- techniques for coordinating and communicating job activities with others.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - personal protective equipment
 - equipment related to managing financial records
 - relevant documentation
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the Companion Volume Implementation Guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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