

Property Management – Specification of Competency Standards**Unit of Competency****Functional Area : Finance and Asset Management
(Daily Income and Expenditure)**

1. Name	Handle financial income and expenses		
2. Code	PMZZFN401A		
3. Range	General works of financial management, particularly in the scope of arranging and monitoring procedures for financial income and expenditure and following up on outstanding payments		
4. Level	4		
5. Credit	3		
6. Competency	<u>Performance Requirement</u>		
	6.1 Knowledge of procedures	of	● Familiar with the procedures of Small Claims Tribunal or registration of a charge in the Land Register ● Able to understand account audit procedures
	6.2 Execution of procedures on income and expenditure and follow up on outstanding payments	of	● Able to verify various types of income and petty cash data, arrange properly and monitor strictly the carrying out of daily deposit operations and keep proper records ● Able to accurately calculate the amount of outstanding payments, tabulate and update information on those who have not settled payment, and initiate suitable procedures according to procedures
7. Assessment Guidelines	The integral outcome requirements are: (i) Able to know about procedures on small claims, registration of a charge in the Land Registrar, and account audit (ii) Able to verify various types of income and petty cash data, carry out daily deposit operations and keep files (iii) Able to accurately calculate the amount of outstanding payments, tabulate outstanding accounts and the respective amounts, and initiate suitable procedures to recover the payments		
8. Remarks			