

Property Management – Specification of Competency Standards

Unit of Competency

Functional Area : Finance and Asset Management (Asset Management and Financial Control)

1. Name	Handle account statements and balance sheets	
2. Code	PMZZFN402A	
3. Range	Financial and asset management, including preparation of income and expenditure statements and balance sheets	
4. Level	4	
5. Credit	6	
6. Competency	<u>Performance Requirement</u>	
	6.1 Knowledge on asset items	● Understand financial and asset items
	6.2 Arrange on submission of account statements	● Able to calculate and prepare income and expenditure statements and balance sheets ● Able to submit income and expenditure statements and balance sheets properly
7. Assessment Guidelines	The integral outcome requirements are: (i) Able to know about building finance and asset items (ii) Able to calculate, prepare and properly arrange and submit income and expenditure statements and balance sheets	
8. Remarks		