

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	<ul style="list-style-type: none"> ● Understand financial and asset items
	6.2 Arrange on submission of account statements	<ul style="list-style-type: none"> ● 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		