

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

1. Name	Lead subordinates to handle petty cash income and follow up on outstanding payment	
2. Code	PMZZFN301A	
3. Range	Supervision of subordinates to handle petty cash income and assist in following up on outstanding payment	
4. Level	3	
5. Credit	3	
6. Competency	<u>Performance Requirement</u>	
	6.1 Petty cash income and follow up on outstanding payments	<ul style="list-style-type: none"> ● Able to lead subordinates to count and verify any income or petty cash collected, confirm the counterfoils of all receipts, retain complete records for submission to superiors for verifications and filing ● Know clearly information on outstanding payments of various types of property management related charges ● Able to instruct subordinates in distributing notices on outstanding payments, and assist in following up the settlement of respective items ● Able to lead subordinates in executing daily deposit operations according procedures in a suitable manner
7. Assessment Guidelines	The integral outcome requirements are: (i) Able to lead subordinates in correctly count, verify and record petty cash income (ii) Knows clearly property management charges and outstanding accounts, and to lead subordinates to assist in following up on demand for outstanding payments (iii) Able to lead subordinates in executing daily deposit operations according to procedures	
8. Remarks		