

PIRFLM4.08C – Administer and report on financial activities

Functional area

PIRFO Frontline Management

Prerequisites

While prerequisites are at the discretion of the SPC and FFA PIRFO program coordinators and the management of the various Fisheries Departments it would be expected that candidates would have either observer and/or debriefer experience and qualifications, fisheries experience at sea/in a fisheries division, exposure to monitoring, control and surveillance activities or management experience or a combination of these.

Descriptor

This unit describes the performance outcomes, skills and knowledge required to administer and report on financial activities for an observer program and to meet organisational and statutory requirements such as the completion of required financial reports.

Elements

Performance criteria

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| 1. Maintain observer program financial records | 1.1 Keep up to date records of all PIRFO program income and expenditure according to organisational requirements
1.2 Ensure all invoices and receipts related to PIRFO program income and expenditure are retained and filed securely
1.3 Keep up to date register of PIRFO program assets |
| 2. Prepare observer program financial reports | 2.1 Provide financial statements according to organisational requirements
2.2 Provide asset register information to the relevant financial personnel
2.3 Check and authorise relevant purchases and payments according to the organisational financial procedures
2.4 Ensure structure and format of reports are clear and conform to organisational and statutory requirements |
| 3. Provide financial program recommendations | 3.1 Prepare an annual PIRFO program budget according to organisational requirements
3.2 Provide timely advice on changes to annual budget
3.3 Ensure that discrepancies, lack of transparency or other financial issues are identified and resolved |

Evidence guide

Each unit of competency has an evidence guide that relates directly to the performance criteria. Its purpose is to guide assessment of the unit in the workplace and/or training program. The following components provide information to assist this purpose.

Required knowledge

The essential knowledge and understanding a person needs to perform work to the required standard include:

- Organisational policies and procedures relating to maintaining financial records
- Definition of credits/creditors and debits/debtors
- Basic principles of bookkeeping and financial accounting
- Methods of presenting financial data.
- Options, methods and practices for deductions and benefits.

Required skills

The essential skills a person needs to perform work to the required standard include:

- Preparing and maintaining observer program budgets, financial statements and asset registers according to organisational requirements
- Identifying financial errors or discrepancies and resolving according to organisational protocols
- Problem-solving skills to reconcile figures

Literacy skills used to:

- Identify financial information
- Read and understand the organisation's financial accounting methodology

Numeracy skills used to:

- Read and interpret financial data
- Prepare cash analysis sheets

Critical aspects of competence

Assessment must confirm the ability to:

- Identify and respond to discrepancies and errors in observer program financial activities
- Transfer and record observer program financial data accurately
- Reconcile observer program expenditures and revenue

Assessment must confirm knowledge of:

- Organisational policies and procedures relating to maintaining financial records
- Basic principles of bookkeeping and financial accounting

Context of assessment

Ideally, assessment would be undertaken in the workplace during Frontline Management activities but practicalities are likely to prevent that taking place. Assessment should therefore be conducted so as to replicate as closely as possible financial activities that a PIRFO Frontline Manager may undertake and need to manage in day-to-day operations. If possible, further feedback from the office where the participant is, or will be employed and scrutiny of material prepared by the candidate when participating in financial management activities, as part of Frontline Management operations should be analysed.

Method of assessment

The following assessment methods are suggested:

- Direct questioning combined with review of portfolios of evidence and third party workplace reports of financial management activities by the candidate
- Review of financial record documentation completed by the candidate
- Role plays undertaking observer program financial recording activities including budgets, financial statements and asset registers
- Analysis of responses to case studies and scenarios
- Oral or written questioning to assess knowledge of accepted standards for financial administration and reporting.

Interdependent assessment of units

This unit can be assessed in conjunction with other relevant units relating to Frontline Management operations.

Resources required for assessment

Resources may include:

- Access to an actual workplace or simulated environment
- Access to office equipment and resources
- Examples of source documents relating to financial record keeping.