

Specification of Competency Standards
for the Arboriculture & Horticulture Industry
Unit of Competency

Functional Area - Arboriculture and Horticulture Project Administration and Management

Title	Monitor the overall amounts of revenue and expenditure of project budgets
Code	109041L4
Range	This unit of competency is applicable to managers who are engaged in financial duties in arboricultural and horticultural organisations. Practitioners should be capable of monitoring the revenues and expenditures throughout the project period according to the budgets of works projects by making use of relevant accounting knowledge. They should also be able to report any deviations from the budgets in a timely manner to ensure that the projects continue stably within budget and with sufficient funds.
Level	4
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge related to the monitoring of the overall amounts of revenue and expenditure of project budgets</p> <ul style="list-style-type: none"> • Comprehend the contract contents and terms of service of the projects • Comprehend the works budgets and internal guidelines of the projects • Possess basic accounting knowledge and its application <p>2. Monitor the overall amounts of revenue and expenditure of project budgets</p> <ul style="list-style-type: none"> • Monitor the costs during the project period according to the project budgets and contract prices • Supervise subordinates to pay works projects' expenses such as daily financial expenses, procurement of materials and payment to contractors in accordance with the financial and approval procedures of the organisation • Monitor the receivables of each period of the project, and the execution of cash and cheque deposits • Manage the progress and effectiveness of subordinates in the collection of project payments and project payments subsequently added • Analyse the reasons of deviation from the projects' budget plans and report the related issues to superiors <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Report the latest status of revenue and expenditure of the project budgets to the superiors in a timely and precise manner to assist in the control of financial risks • In the process of monitoring project budgets, ensure that all items are listed clearly without partiality.
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to monitor subordinates to perform various revenue and expenditure procedures properly during the project period in accordance with the procedures and requirements of the organisation and the project budgets; • Able to effectively manage the receivables and progress of each period of the works projects; and • Able to report to superiors any deviations from project budgets in a timely manner, and provide analysis and suggestions.
Remark	