

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 10. General Management
(Key Function – 10.2 Human Resources Management)

Title	Assist in the delivery of fringe benefit scheme and other related services
Code	109553L3
Range	Facilitation of the delivery of fringe benefits to employees. This applies to fringe benefits of different kinds and delivered to employees of different ranks, job families and positions.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Possess the knowledge in processing fringe benefit scheme of the bank hence to provide support to Human Resources Department to deliver fringe benefit to bank staff by completing the administrative duties (e.g. applications forms, booking, cross-checking etc.) and following stated procedures; • Demonstrate thorough understanding of the fringe benefit scheme operations procedures by collecting and maintaining receipts for approving reimbursement, such as those expenses on business travel (e.g. air and hotel programmes, health and safety, festive gifts, bank / external merchant privilege programmes for employees, etc.) for the bank effectively according to stated procedures. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Provide timely delivery of benefit services (e.g. residences, medical scheme) and report to relevant parties if there is any hiccup during the delivery; • Oversee the appropriateness of employees' usage of the benefits by executing regular review of the schemes. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Demonstrate professionalism by applying impartial and unbiased judgment throughout the operation process of the delivery of employee fringe benefit schemes; • Review and assess the delivery process effectiveness and report hiccup to management for improvement.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Provision of assistance in the delivery of fringe benefits to employees to ensure a timely delivery and report any setback to relevant parties.
Remark	