

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 10. General Management
(Key Function – 10.3 Financial Management and Control)

Title	Manage inflow cash and collection mechanisms
Code	109557L5
Range	Management of cash movement with the bank's debtors. This applies to debts of different types and amounts.
Level	5
Credit	4 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Possess thorough knowledge in debt management principles and apply it to design and implement debt management and credit management policy which can protect the financial interest of the bank; • Understand the theories of inflow cash and debt management and apply the knowledge to determine interest liability of debtors to compensate for the lost value of delayed payments when necessary. <p>2. Applications</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Develop measures in managing cash movement of debtor accounts such as designing the process in receiving deposit information, initiating fund transfers and concentrating daily deposits made through multiple collection mechanisms into the bank's account; • Design guidelines in providing information to verify deposits, transfers and adjustments to reconcile debtor accounts; • Design guidelines to provide debtors with appropriate information about the transaction either by invoice, letter or other means; • Design debt management services in all income receiving departments to improve quality of the bank's financial management with effective debt collection. <p>3. Professional Behaviour and Attitude</p> <p style="padding-left: 40px;">Be able to:</p> <ul style="list-style-type: none"> • Increase effectiveness by developing monitoring measures on debtors' settlement of recurring payments to spot irregularity and take appropriate actions; • Make effort to ensure the monitoring measures are coherent and supportive to the bank's value, strategic plans and business needs.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Development of debts management policy and related measures which can minimize bad debts of the bank. The policy should cover a sound system on managing debtor's accounts and effective collection processes.
Remark	