

**Specification of Competency Standards**  
**for the Elderly Care Service Industry**  
**Unit of Competency**

Functional Area - Management

Title	Assist in the Preparation of Financial Reports
Code	110841L4
Range	This Unit of Competency is applicable to practitioners who provide their services in the elderly care service industry. The application requires performing skilled tasks in familiar and some new working environments, and its execution requires analytical and decision-making skills. Practitioners should be able to organize the organization's financial data and assist in the completion of financial reports, according to the organization's management policies and procedures, and the arrangements of the senior/supervisor.
Level	4
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on leading new recruits</p> <ul style="list-style-type: none"> <li>• Understand the purpose and main points of the execution of financial reports</li> <li>• Understand the standard format of financial reports</li> <li>• Understand the methods and procedures of using computer software to prepare financial reports</li> <li>• Understand the methods to use relevant financial management objectives and accounting standards</li> <li>• Understand the relevant standards of regulatory agencies, such as: <ul style="list-style-type: none"> <li>○ "Service Quality Standards and Criteria"</li> <li>○ "Funding and Service Agreement" and "Sample FSA/SDs"</li> <li>○ "LSG Manual" and "Best Practice Manual"</li> <li>○ "Lotteries Fund Manual", etc.</li> </ul> </li> <li>• Understand the procedures for collecting the organization's financial data</li> <li>• Understand the methods to maintain good communication with the department and senior/supervisor</li> <li>• Understand the organization's financial management policies and the standards and techniques for writing financial reports</li> </ul> <p>2. Assist in the preparation of financial reports</p> <ul style="list-style-type: none"> <li>• Understand the organization's financial management policy, cooperate with the requirements and guidelines of the senior/supervisor for the preparation of financial reports, and understand the scope of assistance that needs to be provided</li> <li>• Collect the necessary financial data from various departments according to the guidelines and determine the accuracy of relevant data before the end of the financial year, such as: <ul style="list-style-type: none"> <li>○ Current income and expenditure of the year</li> <li>○ Annual service/activity income and expenditure</li> <li>○ Annual financial report</li> <li>○ Annual financial settlement report, etc.</li> </ul> </li> <li>• Integrate financial data in a clear and organized manner and assist in the preparation of financial reports, such as: <ul style="list-style-type: none"> <li>○ Ensure all transactions (including income and expenditure) are recorded in appropriate accounting records, and all receipts, various payment and vouchers are appropriately stored</li> <li>○ Ensure that the required data is recorded before the annual settlement date</li> <li>○ Inspect the deposit records to ensure that the cash payment is consistent with the bank statement, etc.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Enter the well-organized financial data into the organization's computer software</li> <li>• Assist the senior/supervisor in the preparation of financial reports</li> <li>• Appropriately store the reviewed and approved financial reports and related information, and provide the required information to the regulatory agency when requested, according to the document retention period stipulated by the agency</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Collect financial data and determine its accuracy according to the organization's financial management policies and procedures, and maintain good communication with seniors and various departments to assist in the preparation of financial reports</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> <li>• Able to collect and organize required information and financial data according to the organization's financial management policies and procedures, and assist in the completion of financial reports.</li> </ul>
Remark	