

Specification of Competency Standards
for the Property Management Industry
Unit of Competency

Functional Area - Finance and Asset Management relating to a Property

Title	Handle petty cash income and expenses according to instructions
Code	110566L2
Range	Works of daily income and expenditure, applicable to handling the collection and delivering of general daily charges and the processing of petty cash
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Understand charge items and methods</p> <ul style="list-style-type: none"> • Be able to understand the various types of charge items and amounts in management services • Be able to understand the various charging methods and steps <p>2. Handle daily operation of income and expenditure</p> <ul style="list-style-type: none"> • Be able to independently handle and complete various charging procedures in accordance with guidelines and procedures • Be able to explain to customers the methods and steps for payment of fees and charges, and answer enquiries from customers about payment and related records • Be able to follow the instructions to perform the procedures of daily cash payments, check and verify relevant invoices and records of sign for receipt • Be able to calculate income and petty cash balance on a daily basis, issue receipts and keep complete records for verification by superiors • Be able to follow established guidelines for handling daily deposit procedures and related tasks
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to understand the various types of charge items and amounts in management services, and the various charging methods and steps; and • Be able to independently handle and complete various charges and cash expenditure procedures in accordance with the guidelines and procedures, accurately calculate income and balance of petty cash, make clear records and implement relevant procedures of deposit.
Remark	