

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

Functional Area - Finance and Asset Management relating to a Property

Title	Lead subordinates to handle petty cash income and expenses
Code	110567L3
Range	Works of daily income and expenditure, applicable to leading subordinates in handling petty cash income and expenditure, and making verifications
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Familiar with the procedures of income and expenditure</p> <ul style="list-style-type: none"> <li>• Be familiar with the processing procedures of the income, expenditure of various management items</li> <li>• Be familiar with the steps of checking of various types of charges and petty cash expenditures, and the frequent problems</li> </ul> <p>2. Carry out supervision and verification</p> <ul style="list-style-type: none"> <li>• Be able to lead subordinates to count and verify income and balance of petty cash, verify counterfoils, or check against record in electronic/computer systems, and keep complete records for review and archiving by superiors</li> <li>• Be able to follow up on the problems found during the verification process, find out the points and causes of the errors, and make appropriate correction</li> <li>• Be able to supervise the staff to carry out the cut-off on time according to the established guidelines and procedures in order to meet the established requirements and submit the data/report on time</li> <li>• Be able to lead the staff to perform the daily deposit procedure and related works appropriately in accordance with established procedures, to check and verify the relevant records</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be familiar with the income, expenditure and processing procedures of various management items, and familiar with the steps of checking on various types of fees and petty cash expenses, and the common problems; and</li> <li>• Be able to effectively lead the subordinates to correctly calculate, verify and record the income and expenditure of each item, count and verify the income and petty cash balance, and supervise the subordinates to cut-off and submit data or reports on time according to the established requirements.</li> </ul>
Remark	