

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

Functional Area - Finance and Asset Management relating to a Property

Title	Handle financial and leasing income and expenses, and the related statements
Code	110568L4
Range	Works of finance, leasing income and expenditure, applicable to the processing of property finance, leasing income and expenditure, and the processing of related statements
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Thoroughly understand the processing of property finance, leasing income and expenditure</p> <ul style="list-style-type: none"> <li>• Thoroughly understand the processing of property management finance, leasing revenue and expenditure</li> </ul> <p>2. Carry out the processing of income and expenditure</p> <ul style="list-style-type: none"> <li>• Be able to review all types of income and amount and data of petty cash, properly arrange and closely monitor the implementation of deposit procedures and record</li> <li>• Be able to verify the accuracy and sufficient documentation of invoices, amounts or receipts for expenditure of each item in accordance with the established procedures, and to draw up a ledger for approval and payment by the superior</li> <li>• Be able to process income from leasing and related projects, verify data and issue receipts as required, properly arrange for income to be deposited into designated accounts and update records</li> <li>• Be able to complete the processing of documents related to income and expenditure accounts and submit them to superiors according to the specified time frame, such as invoices of each supplier or service contractor, petty cash statement and receipts, and various income statements, etc.</li> </ul>
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Be able to understand the processing of property management finance, leasing revenue and expenditure thoroughly;</li> <li>• Be able to review all types of income, data and balance of petty cash, perform deposit procedures and record;</li> <li>• Be able to handle leasing and related project income properly, verify data, arrange deposits and update records; and</li> <li>• Be able to review the invoices and information of various expenditures, and accurately draw up a ledger for approval and payment by superiors.</li> </ul>
Remark	