

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Administration and Operations
Skills Category	Finance and Budgeting
Skills Standard Title	Prepare business unit's operational budgets
Skills Standard Descriptor	Perform the preparation of operational budgets for financial reporting that includes cash flow requirements, forecasting and budgeting for the business unit/department.
Skills Proficiency Level	Level 3
Source Code	CCSSF-AAO-FAB-4001-1
Knowledge <i>This refers to the gathering and cognitive processing of facts and information required to perform work tasks and activities.</i>	Underpinning knowledge: • Objectives, parameters and types of budgets • Key principles of accounting and financial systems • Types of data sources and data required to prepare a budget • Accounting principles and practices related to budget preparation • Key principles of budgetary control and budget plans, budgetary control techniques • Requirements of Singapore's taxation policies • Functional objectives and key requirements • Organisational financial data • Financial analytical techniques and methodology • Stakeholders to consult on budget calculations (Adopted Financial Services SFW 'Budgeting' TSC skill)
Ability <i>This refers to the ability to perform the work tasks and activities required of the occupation, and the ability to react to and manage the changes at work.</i>	The ability to: • Analyse business function strategies, functional objectives and operational plans • Carry out forecasting and budgeting for the financial year • Calculate the business unit's cash flow requirements • Determine the business unit's financing needs for the financial year • Compare budget data with estimations to highlight discrepancies • Report budget calculations and discrepancies to organisation management to facilitate decisions on budget allocation • Ensure adherence to financial controls in accordance with relevant organisational corporate governance and financial policies, legislation and regulations

DISCLAIMER: SOME CONTENT BELOW IS REFERENCED FROM SKILLS FRAMEWORK

Person Centred Care <i>This refers to having a person centred care mindset to drive the caregiver to respect and recognise the decisions/choices of the person they are taking care of.</i>	Underlying principles: • Treating clients or staff members with dignity and respect by being aware of and supporting personal perspectives, values, beliefs, culture and preferences; respecting their privacy while encouraging independence of the individual; and listening to each other and working in partnership to design and deliver services • Respect the decisions and choices of the client or staff members, within legal limits, ethical considerations and organisational guidelines
Performance Outcome <i>This refers to the outcome of the task on the care recipient as indication of workplace success</i>	The support care staff is able to: • Perform operations budgeting, forecasting, documenting reports for management to support business activities in accordance to financial policy setting.