

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Administration and Operations
Skills Category	Finance and Budgeting
Skills Standard Title	Manage budgeting and forecasting for annual financial and business planning within the business unit
Skills Standard Descriptor	Manage the preparation, monitoring and reporting of the organisational/departmental budgets through business/operations planning, forecasting and resource allocation to support effective operations of business activities.
Skills Proficiency Level	Level 4
Source Code	CCSSF-AAO-FAB-5002-1
Knowledge <i>This refers to the gathering and cognitive processing of facts and information required to perform work tasks and activities.</i>	Underpinning knowledge: • Assumptions and parameters of budgets • Factors in internal and external environments that impact budget • Methods of analysing budget history and trends for business unit • Methods to forecast revenue, expenses and balance sheet for business unit • Considerations of conducting scenario analysis • Forecasting techniques • Types of budget controls and their purposes • Means to monitor financial operation of business unit against budget outcomes • Verifiable financial evidences of organisation • Importance of verifiable financial evidences in budget planning and forecasting • Processes in communicating budget plans and performance to relevant stakeholders for endorsement (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: • Recommend parameters and assumptions for budget forecasting in accordance with organisational needs and market conditions • Prepare financial forecasts to facilitate financial and business planning • Implement budget plans to manage resource allocation to business activities

DISCLAIMER: SOME CONTENT BELOW IS REFERENCED FROM SKILLS FRAMEWORK

	• Manage actual budget to enable financial operation to be measured against forecasted business plans • Monitor budget outcomes to ensure proper utilisation and accounting of resources against their intended purposes • Present financial forecasts, budgets and budget outcomes to immediate supervisors for review and approval (Adopted Financial Services SFw 'Budgeting' TSC skill)
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: • Manage budgeting and forecasting of the organisational/departmental annual financial and business planning to manage the effective utilisation of resources in accordance to organisation financial policy setting.