



# Financial skills: introduction

## Financial management

### APS 1–4 and graduates\*

#### Program details

**Duration**

1 day

**Dates: Canberra**

16 April 2012

**Time**

Registration 8:30 am

Prompt start 9:00 am

Finish 5:00 pm

**Venue**

Venue information will be provided on confirmation of your booking.

**Fees**

\$635 (GST inclusive)

**Registration**

Register online at [www.apscregistration.gov.au](http://www.apscregistration.gov.au) or fax the completed registration form on the back of this flyer to 02 6264 5511.

**Terms and Conditions**

Please refer to the registration form on the back of this flyer.

\*Recommended target audience may vary outside the ACT

*Financial skills: introduction* is designed to meet the needs of Australian Public Service employees who have limited financial management training and require a basic introduction to APS financial concepts.

#### Program overview

- identifying the role resources play in a public sector environment
- building an awareness of the concepts of accountabilities and financial responsibilities
- identifying the basics of accrual accounting and government budgeting

#### Participant benefits

- understand and apply the framework of resource management in the APS
- use the key functions of financial management information systems
- recognise simple budgeting and variance reporting
- gain an awareness of basic public sector accrual concepts
- become familiar with a purchasing flow chart, invoicing and debtors control
- shape an awareness of the budget cycle and key events

#### More information

For more information on this program or other Commission programs and events please contact (02) 6202 3522 or visit [www.apsc.gov.au/learn](http://www.apsc.gov.au/learn)





**ONLINE register at [www.apscregistration.gov.au](http://www.apscregistration.gov.au) or FAX completed form to 02 6264 5511**

*You will receive a confirmation email once you have been successfully registered on this program.  
 If you do not receive a confirmation email, please contact the Program Administrator (details provided on program flyer)*

Program name \_\_\_\_\_

Program date/s \_\_\_\_\_

Program location (please see program flyer for location options):

ACT  NSW  QLD  VIC/TAS  SA/NT  WA *Full details on the program venue will be sent to you on confirmation of your registration.*

Surname \_\_\_\_\_ First name \_\_\_\_\_

Mr  Ms  Mrs  Miss other \_\_\_\_\_

Classification  APS 1-2  APS 3  APS 4  APS 5  APS 6  EL 1  EL 2

Title/position \_\_\_\_\_ Agency \_\_\_\_\_

Branch/team \_\_\_\_\_

Postal address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Do you identify as Aboriginal or Torres Strait Islander?**

*(This information will assist the Commission to improve learning and development outcomes for Indigenous employees).*

**Special needs**

Please note any special dietary or other requirements \_\_\_\_\_

**Authorised person to complete and sign (supervisor/manager)**

I understand the terms and conditions below. Signature \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

**Payment**

Invoice Amount \$ \_\_\_\_\_ (GST inclusive)  
 Participants are responsible for their own travel and accommodation costs and arrangements.

**Credit card payment**

Visa  Mastercard  American Express Card holder's name \_\_\_\_\_

Card number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry date \_\_\_\_\_ Card holder's phone \_\_\_\_\_

Card holder's signature \_\_\_\_\_ Amount \$ \_\_\_\_\_ (GST inclusive)

**TERMS AND CONDITIONS**

**Fees and charges:** Please refer to the accompanying program materials. The total amount payable includes GST for the supply. This completed document will be a tax invoice for GST when you make payment by credit card ONLY. Otherwise upon registration a tax invoice will be sent to you for payment. A course confirmation will be emailed to you once your place has been secured. Fees may be subject to change without notice. Participants are responsible for their own travel and accommodation costs and arrangements.

**Substitutes, rescheduling and refunds:** If you are unable to attend your program we would welcome a substitute at the appropriate level. Rescheduling and refunds (only available for development programs) can be made if your written advice is received at least 30 calendar days prior to the start of the program.

**Identifying information:** Your information is collected for the purpose of the Public Service Commissioner's functions under the *Public Service Act 1999*, which include coordinating and supporting APS-wide training and career development opportunities and fostering leadership and reporting on the State of the Service. It will be used for course administration, statistical analysis and evaluation of programs. Some details may be disclosed to your home agency for administrative and statistical/monitoring purposes. Your information may be used to distribute information about Commission-run or sponsored opportunities and to check our other databases. Occasionally mailing lists are made available to bodies with related functions. If you do not wish to have your information used for marketing purposes email [aspcmailing@apsc.gov.au](mailto:aspcmailing@apsc.gov.au). For more details see our privacy statement at <http://www.apsc.gov.au>.

**Other conditions:** Whilst the Commission aims to deliver programs at the prescribed location(s), using the specified facilitator(s) and/or guest speaker(s) on the date(s) provided in this publication, changes may occur. The Commission will endeavour to provide reasonable notice to participants of these changes. Where a change in location, facilitator(s), guest speaker(s) or date occurs a refund of the program fee may be made at the discretion of the Commission. The Commission accepts no liability for any other losses incurred as a result of changes to the program details.