

# Revenue Management

# Technical Knowledge + Skills

<b>Competency Cluster</b>	<b>Legislative Environment</b>			
<b>Competency Title</b>	<b>Legislative regulatory framework</b>			
<b>Competency Definition</b>	<b>This is the ability to understand, interpret and apply relevant legislation, policies, regulations, frameworks, standards and guidelines</b>			
<b>Specific Knowledge Requirements</b>	<b>Occupational Role 1</b>	<b>Occupational Role 2</b>	<b>Occupational Role 3</b>	<b>Occupational Role 4</b>
	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
<b>Skill Requirements</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>
	perform revenue management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines	perform revenue management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines	monitor the performance of revenue management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines	manage the performance of revenue management activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines

  

<b>Competency Cluster</b>	<b>Legislative Environment</b>			
<b>Competency Title</b>	<b>Departmental policies and procedures</b>			
<b>Competency Definition</b>	<b>This is the ability to develop and implement relevant departmental policies and procedures</b>			
<b>Specific Knowledge Requirements</b>	<b>Occupational Role 1</b>	<b>Occupational Role 2</b>	<b>Occupational Role 3</b>	<b>Occupational Role 4</b>
Revenue management policies and procedures Principles of internal control Delegations of Authority Treasury Regulations 7 Treasury Regulations/Instructions	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
<b>Skill Requirements</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>
	perform revenue management activities in compliance with departmental policies and procedures	perform revenue management activities in compliance with departmental policies and procedures	monitor the performance of revenue management activities in compliance with departmental policies and procedures	manage the performance of revenue management activities in compliance with departmental policies and procedures

	contribute to the development and review of departmental policies and procedures applicable to revenue management	develop and review departmental policies and procedures applicable to revenue management	manage the development and review of departmental policies and procedures applicable to revenue management
--	---	--	--

<b>Competency Cluster</b>	<b>Planning</b>			
<b>Competency Title</b>	<b>Departmental revenue sourcing, fees and tariffs</b>			
<b>Competency Definition</b>	<b>This is the ability to budget for revenue by identifying the sources, fees and tariffs of departmental revenue</b>			
<b>Specific Knowledge Requirements</b>	<b>Occupational Role 1</b>	<b>Occupational Role 2</b>	<b>Occupational Role 3</b>	<b>Occupational Role 4</b>
Public Finance Management Act s 27 (3) (a); s 27 (3)(i); s 28(1)(a); s 38 (1) (c) (i) Treasury Regulations ch 5.2.2(g), ch 7 MFMA S 42 Provincial Treasury Instruction 7 Economic Reporting Format GRAP 9.15 - 9.17 Practice Note 59 of 2002	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
<b>Skill Requirements</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>
	assist in the identification of revenue sources, fees and tariffs	coordinate the continuous identification of revenue sources	monitor the continuous identification of revenue sources	manage fees and tariffs in line with approved budget
		perform the annual review of fees and tariffs and effect appropriate adjustments	determine new, and review existing fees and tariffs in compliance with the applicable acts and regulations as well as considering economic variables and obtain approval from the relevant authority	
			monitor that the correct fees and tariffs are being used by the departmental officials	

	support with the preparation of information on departmental revenue for budgeting purposes	submit information on departmental revenue for budgeting purposes	
--	--	---	--

<b>Competency Cluster</b>	<b>Collection and Recording of Revenue</b>			
<b>Competency Title</b>	<b>Revenue collection</b>			
<b>Competency Definition</b>	<b>This is the ability to manage the revenue collection and receipt process</b>			
<b>Specific Knowledge Requirements</b>	<b>Occupational Role 1</b>	<b>Occupational Role 2</b>	<b>Occupational Role 3</b>	<b>Occupational Role 4</b>
Public Finance Management Act s 38 (1) (c) (i), Public Finance Management Act s 45 (c), s 80 Treasury Regulations ch 7, 11.2.1 and 23 (2) MFMA S 41(2) Public Service Act s34 Government Pension Law s21 Gazette 23727 (8 August 2002)	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
<b>Skill Requirements</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>
	perform the revenue collection process in compliance with relevant prescripts	supervise and review the processes for revenue collection in compliance with relevant prescripts	monitor and manage the collection of revenue in compliance with relevant prescripts	manage the revenue process
	perform the receipt process in respect of revenue collected	supervise the receipt process	monitor the receipt process	
	investigate and follow-up on uncollected revenue	supervise the follow-up process on uncollected revenue	monitor the follow-up process on uncollected revenue	

<b>Competency Cluster</b>	<b>Collection and Recording of Revenue</b>			
<b>Competency Title</b>	<b>Accounting for revenue</b>			
<b>Competency Definition</b>	<b>This the ability to account for revenue collected and compilation of disclosure notes in the Annual Financial Statements</b>			
<b>Specific Knowledge Requirements</b>	<b>Occupational Role 1</b>	<b>Occupational Role 2</b>	<b>Occupational Role 3</b>	<b>Occupational Role 4</b>
Public Finance Management Act s 38 (1) (c) (i); s 80 (1) (b) Treasury Regulations ch 7 and 11 NT Practice Note SU5/B of 15/08/2008 OAG Guidelines IAS 39.63 and 64 GRAP 1.98 and 101 Financial Accounting Handbook for public sector (Ch 4)	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
<b>Skill Requirements</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>
	account accurately for revenue collected in the records of the department (accurate recording of amount and accurate classification according to SCOA)	supervise the process of accounting for revenue in the records of the department	review the process of accounting for revenue in the records of the department	manage the accounting for revenue and disclosure in the Annual Financial Statements
	process adjustments subsequent to management verification	verify the validity, accuracy and completeness of adjusting journals processed	review the validity, accuracy and completeness of adjusting journals processed	
	provide and compile the necessary information required for disclosure in the preparation of the Annual Financial Statements	compile the relevant disclosure notes in preparation of the Annual Financial Statements	review the relevant disclosure notes in preparation of the Annual Financial Statements	

<b>Competency Cluster</b>	<b>Collection and Recording of Revenue</b>			
<b>Competency Title</b>	<b>Banking</b>			
<b>Competency Definition</b>	<b>This is the ability to bank all monies received by the department</b>			
<b>Specific Knowledge Requirements</b>	<b>Occupational Role 1</b>	<b>Occupational Role 2</b>	<b>Occupational Role 3</b>	<b>Occupational Role 4</b>
Public Finance Management Act s 38 (1) (c) (i) Treasury Regulations ch 7 Departmental policies and procedures	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
<b>Skill Requirements</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>
	perform the banking process (to deposit cash and cheques received into department's account at the bank) in respect of the revenue collected	supervise the banking process in respect of the revenue collected	monitor the banking process in respect of the revenue collected	manage the banking process in respect of the revenue collected
		perform bank reconciliations	review bank reconciliations	

<b>Competency Cluster</b>	<b>Management of Debtors</b>			
<b>Competency Title</b>	<b>Debt take on</b>			
<b>Competency Definition</b>	<b>This is the ability to record all debts owed to the department accurately and timeously</b>			
<b>Specific Knowledge Requirements</b>	<b>Occupational Role 1</b>	<b>Occupational Role 2</b>	<b>Occupational Role 3</b>	<b>Occupational Role 4</b>
Public Finance Management Act s38 (1) (c), (d) Treasury Regulations ch 11.2 & 11.5				
<b>Skill Requirements</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>
	account for debt on accounting system	oversee debt accounting process	review the debt accounting process	manage debt owed to the department

<b>Competency Cluster</b>	<b>Management of Debtors</b>			
<b>Competency Title</b>	<b>Recovery of debts and allocation of monies received</b>			
<b>Competency Definition</b>	<b>This is the ability to recover monies owed by debtors including the allocation of monies received from debtors</b>			
<b>Specific Knowledge Requirements</b>	<b>Occupational Role 1</b>	<b>Occupational Role 2</b>	<b>Occupational Role 3</b>	<b>Occupational Role 4</b>
Public Finance Management Act s38 (1) (c) (i), (d), s 76 (e) - (f) Treasury Regulations ch 11.2 and 11.3 Prescription Act				
<b>Skill Requirements</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>
	capture receipts from debtors in line with the debt management process	perform procedures to recover debt owed to the department	manage recovery of debts owed to the department	manage the debts process
	allocate monies received on the accounting system	supervise the allocation of monies received	review the process of allocating monies received	

<b>Competency Cluster</b>	<b>Reconciliation</b>			
<b>Competency Title</b>	<b>Reconciliation of revenue</b>			
<b>Competency Definition</b>	<b>This is the ability to reconcile the revenue collected to ensure completeness of revenue and payovers to the National Revenue Fund</b>			
<b>Specific Knowledge Requirements</b>	<b>Occupational Role 1</b>	<b>Occupational Role 2</b>	<b>Occupational Role 3</b>	<b>Occupational Role 4</b>
Public Finance Management Act s 38 (1) (c) (i); s21 and s39 (2) (b); s40 - 41 Treasury Regulations ch 7, 11, 15, 17 and 18 GRAP 1.36	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
<b>Skill Requirements</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>
	collate and compile the necessary document required in preparation of revenue reconciliation	reconcile revenue recorded to revenue collected and compare to revenue budgeted	monitor the process of reconciling revenue	manage the process of reconciling revenue collected

perform procedures according to prescripts for the National Revenue Fund payovers process	oversee implementation of prescripts for the National Revenue Fund payovers process	monitor the National Revenue Fund payovers process	manage the National Revenue Fund payovers process
---	---	--	---

<b>Competency Cluster</b>	<b>Safeguarding</b>			
<b>Competency Title</b>	<b>Safeguarding of cash, source documents and face value forms</b>			
<b>Competency Definition</b>	<b>This the ability to safeguard cash,source documents and face value forms (including cash on hand and other face value documents received) against theft, misuse and losses</b>			
<b>Specific Knowledge Requirements</b>	<b>Occupational Role 1</b>	<b>Occupational Role 2</b>	<b>Occupational Role 3</b>	<b>Occupational Role 4</b>
Public Finance Management Act s 38 (1) (c) (i) Treasury Regulations ch 7 Departmental policies and procedures	Requires a working knowledge with a practical understanding to be applied in straightforward circumstances	Requires a working knowledge with a good understanding to be applied in circumstances of limited complexity	Requires a thorough knowledge with an in-depth understanding to be applied in complex circumstances	Requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances
<b>Skill Requirements</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>
	apply the safeguarding prescripts regarding all source documentation, cash and face value forms	supervise compliance with the safeguarding prescripts regarding all source documentation, cash and face value forms	monitor compliance with the safeguarding prescripts regarding all source documentation, cash and face value forms	manage compliance with the safeguarding prescripts regarding cash, source documents and face value forms
	apply the safeguarding prescripts regarding all cash on hand received	supervise compliance with the safeguarding prescripts regarding all cash on hand received	monitor compliance with the safeguarding prescripts regarding all cash on hand received	
	apply the safeguarding prescripts regarding all other face value documents received	supervise compliance with the safeguarding prescripts regarding all other face value documentsd received	monitor compliance with the safeguarding prescripts regarding all other face value documents received	

<b>Competency Cluster</b>	<b>Monthly Reporting</b>			
<b>Competency Title</b>	<b>Revenue Report</b>			
<b>Competency Definition</b>	This is the ability to request revenue reports per cost centre for the compilation of monthly reports			
<b>Specific Knowledge Requirements</b>	<b>Occupational Role 1</b>	<b>Occupational Role 2</b>	<b>Occupational Role 3</b>	<b>Occupational Role 4</b>
Public Finance Management Act s39 (2) (b), 40 (4) (c) Treasury Regulations ch 18.1.1				
<b>Skill Requirements</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>	<b>The incumbent should be able to:</b>
	produce monthly reports utilising the appropriate accounting system reports	engage with the role players on the information contained in the reports and on the requirements for the month end processes	analyse monthly reports for trends, errors and mis-allocations	manage the monthly reporting process