

SFJDG3

Administer the collection of financial orders levied by courts and tribunals



Overview

This standard is about processing the collection of financial orders levied by courts and tribunals. It includes preparing and issuing payment orders and monitoring payment schedules, taking action to address instances where there is a default in the payments due.

Performance criteria

You must be able to:

1. identify details of financial orders levied by courts and tribunals in line with organisational requirements, including:
 - 1.1 amounts
 - 1.2 agreed payment schedules
 - 1.3 those required to pay financial penalties
 - 1.4 where payments should be made
2. prepare payment notices in line with organisational requirements
3. process financial orders in line with organisational requirements
4. issue financial order documentation in line with organisational requirements
5. monitor payments made against schedules in line with organisational requirements
6. identify instances of late and non-payment in line with organisational requirements
7. record instances of late and non-payment in line with organisational requirements
8. address instances of late and non-payment in line with organisational requirements
9. refer persistent late and non-payers to authorities in line with organisational requirements, including:
 - 9.1 your reasoned recommendations regarding actions to take
10. refer applications for extensions of payment schedules to authorities in line with organisational requirements, including:
 - 10.1 your reasoned recommendation regarding actions to take
11. notify applicants of outcomes of requests to extend payment schedules in line with organisational requirements
12. maintain records of payments in line with organisational requirements
13. keep information secure in line with organisational and legislative requirements

Knowledge and understanding

You need to know and understand:

- 1.current organisational requirements, procedures and protocols relating to administering the collection of financial orders
- 2.current organisational requirements, procedures and protocols relating to issuing financial orders
- 3.current organisational requirements and procedures relating to addressing late and non-payment of financial orders
- 4.the importance of monitoring payments made against schedules and how to do this
- 5.the importance of updating and maintaining records accurately
- 6.the limits of your authority and who to refer to when limits are exceeded

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