

Mastering your financial environment

An Australian Public Service Commission Program

A practical guide to effective management of government funds

Do you understand your responsibilities for financial compliance in your organisation? How do you ensure that you are fulfilling your senior level responsibilities within the APS financial management framework? If you are new to the APS or need to refresh your knowledge in this area, this program is for you.

Program overview

- designed in conjunction with the Department of Finance and Deregulation
- focuses on the essentials of government finance from an agency perspective
- increase your understanding of your financial responsibilities in light of recommendations identified in the Management Advisory Committee's report *Connecting Government—Whole of Government Responses to Australia's Priority Challenges* (MAC 4)

Participant benefits

- understand the complexities involved in whole-of-government planning and budgeting
- increase your understanding of the government's planning, budgeting and accountability arrangements
- appreciate your financial obligations and opportunities
- identify ways to improve financial management practices



This program has been designed to enhance your capabilities in line with the APS Integrated Leadership System.



Australian Government

Australian Public Service Commission



SES
Band 1 & 2

Program details

Duration

Half day

Dates 2010

26 February
30 June

Time

Registration: 8:30 am
Start: 9:00 am
Finish: 1:30 pm
Morning tea provided

Venue

Australian Public Service
Commission
Level 5, 16 Furzer Street
Phillip ACT
Parking is limited after 8:30 am

Presenter

Kevin Riley
People & Strategy

Fee

\$560 (GST inclusive)

Registration

www.apscregistration.gov.au or
fax the completed registration
form on the back of this flyer to
02 6264 5511

Terms and conditions

Cancellation terms and conditions
are explained on the back of
this flyer

More information

Visit our website at
www.apsc.gov.au/seslearn or
please contact 02 6202 3782



ONLINE register at www.apscregistration.gov.au or FAX completed form to 02 6264 5511

Program name Mastering your financial environment

Program date/s _____

Surname _____ First name _____

Mr Ms Mrs Miss other _____

Classification SES Band 1 SES Band 2

Title/position _____ Agency _____

Branch/team _____

Postal address _____

Phone _____ Fax _____

Email _____ Agency ABN _____

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

I understand the terms and conditions below. Signature _____

Name _____

Phone _____ Date _____

Payment

Invoice Amount \$ 560 (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. 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.