

SFJCTDG3 - SQA Unit Code F2SG 04

Administer the collection of financial orders levied by courts/tribunals



Overview

This unit is about processing the collection of financial orders levied by courts/tribunals. It includes preparing and issuing payment orders, and monitoring subsequent payments against agreed schedules, taking the necessary actions to address instances where there is a default in the payments due.

There are two elements

- 1 Confirm financial penalties and payment procedures
- 2 Issue and monitor payment orders

Target Group

This unit is for individuals whose responsibilities include processing financial orders levied by courts/tribunals.

**Performance
criteria**

Confirm financial penalties and payment procedures

You must be able to:

- P1 identify correctly the details of financial orders determined by courts/tribunals, including the amount and any payment schedule agreed
- P2 identify all relevant details of those required to pay the financial penalties
- P3 identify all relevant payee details of those required to pay financial orders
- P4 prepare payment notices correctly and within agreed timescales
- P5 comply with organisational procedures and protocols relating to processing financial orders

Issue and monitor payment orders

You must be able to:

- P6 issue financial order documentation correctly, setting out all relevant details including the amount due, the payment schedule and means of payment, where appropriate
- P7 monitor payments made against the agreed schedule, identifying and recording promptly instances of late/non-payment
- P8 take prompt and correct actions to address instances of late/non-payment
- P9 refer persistent late/non-payers to the relevant authority, setting out the necessary details accurately, together with a reasoned recommendation regarding the actions to take
- P10 refer applications for an extension of agreed schedules for payment promptly to the relevant authority, with a reasoned recommendation regarding the action to take
- P11 notify applicants promptly and correctly of the outcome of their requests to extend their payment schedule
- P12 maintain accurate and up-to-date records of payments received
- P13 keep confidential information secure

Knowledge and understanding

Confirm financial penalties and payment procedures

You need to know and understand:

- K1 current organisational requirements, procedures and protocols relating to administering the collection of financial orders, including the preparation, issuing and monitoring of payments against financial orders levied by the courts/tribunals within the scope of your responsibility

Issue and monitor payment orders

You need to know and understand:

- K2 the importance of monitoring regularly the payments made against agreed schedules and how to do this
- K3 current organisational requirements and procedures relating to addressing late/non-payment of financial orders
- K4 the limits of your authority and to whom to refer where such limits are exceeded

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Developed by Skills for Justice

Version number 1

Date approved July 2009

Indicative review date July 2011

Validity Current

Status Original

Originating organisation Skills for Justice

Original URN SfJ DG3

Relevant occupations Public Services; Public Service and Other Associate Professionals

Suite Courts and Tribunals

Key words court, tribunal, case, financial, finance, levy, levied, administration, collection, payment, payment order, schedule, default