



Australian Government

FNS30315 Certificate III in Accounts Administration

Release 1

FNS30315 Certificate III in Accounts Administration

Modification History

Release	Comments
Release 1	This qualification first released with FNS Financial Services Training Package version 1.0

Qualification Description

This qualification reflects the job roles of employees with functions that could include financial data entry, processing accounts and payrolls, providing customer service in financial transactions and producing reports. They apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

Licensing/Regulatory Information

No licensing or certification requirements apply to this qualification at the time of publication. However, some units will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit. Refer to the FNS Knowledge Guide Companion Volume for guidance on requirements.

Entry Requirements

Nil

Packaging Rules

Total number of units = 11

7 core units plus

4 elective units

The elective units consist of:

- 1 from the electives below.

Of the remaining 3 units:

- up to 3 may be from the electives
- up to 3 may be from Certificate III or IV in any currently endorsed training package or accredited course.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core Units

BSBITU306 Design and produce business documents
BSBWHS201 Contribute to health and safety of self and others
BSBWRT301 Write simple documents
FNSACC301 Process financial transactions and extract interim reports
FNSACC302 Administer subsidiary accounts and ledgers
FNSACC303 Perform financial calculations
FNSINC301 Work effectively in the financial services industry

Elective Units

BSBMMM301 Process customer complaints
BSBCUS301 Deliver and monitor a service to customers
BSBCUS403 Implement customer service standards
BSBFIA302 Process payroll
BSBFIA401 Prepare financial reports
BSBITU304 Produce spreadsheets
BSBITU305 Conduct online transactions
BSBRKG303 Retrieve information from records
BSBRKG304 Maintain business records
BSBWOR301 Organise personal work priorities and development
FNSACM301 Administer financial accounts
FNSACM302 Prepare, match and process receipts
FNSACM303 Process payment documentation
FNSBKG402 Establish and maintain a cash accounting system
FNSBKG403 Establish and maintain an accrual accounting system
FNSBKG405 Establish and maintain a payroll system
FNSCRD301 Process applications for credit
FNSCRD302 Monitor and control accounts receivable
FNSCRD405 Manage overdue customer accounts
FNSCUS402 Resolve disputes

- FNSORG301 Administer fixed asset register
 FNSRTS301 Provide customer service in a retail agency
 FNSRTS302 Handle foreign currency transactions
 FNSRTS304 Administer debit card services
 FNSRTS307 Maintain Automatic Teller Machine (ATM) services
 FNSRTS308 Balance cash holdings
 FNSRTS309 Maintain main bank account

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FNS30315 Certificate III in Accounts Administration	FNS30311 Certificate III in Accounts Administration	Updated to meet Standards for Training Packages.	Equivalent unit

Links

Companion volumes available from the IBSA website:

http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes