



Australian Government

FNS30311 Certificate III in Accounts Administration

Release 2

FNS30311 Certificate III in Accounts Administration

Modification History

Release	Comments
Release 2	<p>This version first released with <i>FNS10 Financial Services Training Package Version 5.0</i>.</p> <p>Update imported units: <i>BSBWOR301A</i> to <i>BSBWOR301B</i>; <i>BSBCMM301A</i> to <i>BSBCMM301B</i>; <i>BSBCUS301A</i> to <i>BSBCUS301B</i>; <i>BSBCUS403A</i> to <i>BSBCUS403B</i>.</p> <p>Qualification outcomes remain unchanged.</p>
Release 1	<p>This Qualification first released with <i>FNS10 Financial Services Training Package version 2.0</i>.</p> <p>Replaced <i>BSBOHS303B Contribute to OHS hazard identification and risk assessment</i> with <i>BSBOHS201A Participate in OHS processes</i>. This is considered a more appropriate unit for this qualification.</p> <p>Replaced <i>BSBWOR204A Use business technology</i> with <i>BSBITU306A Design and produce business documents</i>. This is considered a more appropriate unit for this qualification.</p> <p>Correct typo <i>FNSRTS302C</i> should read <i>FNSRTS302A</i>.</p> <p>Replaces <i>FNS30310 Certificate III in Accounts Administration</i>.</p>

Description

This qualification reflects the job roles of employees with functions that could include:

- filing, checking and processing financial data entry and processing accounts payable/accounts receivable
- providing customer service in financial transactions

- assisting in processing payroll
- front line cashiering and bank account maintenance
- assisting with entering transaction data to ledgers and maintaining a general ledger
- processing purchases and sales including EFT/e-business
- producing GST reports
-

Pathways Information

Pathways from the qualification

The primary pathway from this qualification is entry level employment in a range of financial services sectors. Specialist FNS10 Financial Services Training Package qualifications at Certificate IV such as Certificate IV in Bookkeeping or Certificate IV in Accounting would support career progression.

Licensing/Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

Not applicable.

Employability Skills Summary

The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> questioning, clarifying and evaluating information reading and reviewing a range of financial reports using specialist language in written and oral communication writing in a range of styles to suit different audiences
Teamwork	<ul style="list-style-type: none"> referring matters to nominated person as required working as a member of a team and applying knowledge of one's own role to achieve team goals working with diverse persons and groups
Problem solving	<ul style="list-style-type: none"> checking reports for accuracy and correcting errors as required collecting, comparing and contrasting data in order to create reports using problem solving tools and techniques to solve reconciling problems
Initiative and enterprise	<ul style="list-style-type: none"> contributing to solutions to workplace challenges designing reports to effectively present workplace information
Planning and organising	<ul style="list-style-type: none"> operating a computerised financial system maintaining accounts records for compliance purposes preparing, processing and maintaining financial records recording, gathering and classifying information
Self-management	<ul style="list-style-type: none"> managing own time and priorities and dealing with contingencies operating within industry standards, legislation and regulations taking responsibility as required by work role and ensuring all organisational policies and procedures are followed
Learning	<ul style="list-style-type: none"> acquiring and applying knowledge of products, services and organisational policies and procedures applying knowledge of the industry to workplace activities learning new ideas, skills and techniques seeking appropriate technical help with stand-alone and online computerised systems
Technology	<ul style="list-style-type: none"> using electronic communication devices and processes (e.g. internet, organisational deposit facilities, software packages and email to produce written correspondence and reports) using technology to assist the management of information and

	meet compliance requirements
--	------------------------------

Packaging Rules

11 units must be achieved:

7 core units
plus 4 elective units

1 elective unit must be selected from the elective units listed below.

The remaining **3 elective units** may be selected from the elective units listed below, any endorsed Training Package or accredited course. Elective units may be selected from a Certificate III or Certificate IV qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core units of competency:

- FNSACC301A Process financial transactions and extract interim reports
- FNSACC302A Administer subsidiary accounts and ledgers
- FNSACC303A Perform financial calculations
- FNSINC301A Work effectively in the financial services industry
- BSBOHS201A Participate in OHS processes
- BSBITU306A Design and produce business documents
- BSBWRT301A Write simple documents

Elective units of competency:

- FNSACM301A Administer financial accounts
- FNSACM302A Prepare, match and process receipts
- FNSACM303A Process payment documentation
- FNSBKG402A Establish and maintain a cash accounting system
- FNSBKG403A Establish and maintain an accrual accounting system
- FNSBKG405A Establish and maintain a payroll system
- FNSCRD301A Process applications for credit
- FNSCRD302A Monitor and control accounts receivable
- FNSCRD405A Manage overdue customer accounts
- FNSORG301A Administer fixed asset register
- FNSRTS301A Provide customer service in a retail agency
- FNSRTS302A Handle foreign currency transactions
- FNSRTS304A Administer debit card services
- FNSRTS307A Maintain Automatic Teller Machine (ATM) services
- FNSRTS308A Balance cash holdings
- FNSRTS309A Maintain main bank account
- FNSCUS402A Resolve disputes
- BSBCMM301B Process customer complaints
- BSBCUS301B Deliver and monitor a service to customers
- BSBCUS403B Implement customer service standards
- BSBFIA302A Process payroll

- BSBFIA401A Prepare financial reports
- BSBITU304A Produce spreadsheets
- BSBITU305A Conduct online transactions
- BSBRKG303B Retrieve information from records
- BSBRKG304B Maintain business records
- BSBWOR301B Organise personal work priorities and development