



Australian Government

FNS30317 Certificate III in Accounts Administration

Release 1

FNS30317 Certificate III in Accounts Administration

Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 3.0.

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 financial reports. Individuals in these roles 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 may specify relevant licensing, legislative and/or regulatory requirements that impact on the unit. Refer to FNS Financial Services Training Package Companion Volume Implementation Guide for guidance on requirements.

Entry Requirements

Nil.

Packaging Rules

Total number of units = 11

7 core units plus

4 elective units

The elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, and contribute to a valid industry-supported vocational outcome, and are to be chosen as follows:

- all 4 units may be chosen from the elective units listed below
- up to 2 units may be chosen from a Certificate II, Certificate III or Certificate IV in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification.

Core Units

BSBITU306 Design and produce business documents

BSBWRT301 Write simple documents

FNSACC304 Conduct business activities using a computerised accounting system

FNSACC311 Process financial transactions and extract interim reports

FNSACC312 Administer subsidiary accounts and ledgers

FNSACC313 Perform financial calculations

FNSINC301 Work effectively in the financial services industry

Elective Units

BSBCMM301 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

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
FNS30317 Certificate III in Accounts Administration	FNS30315 Certificate III in Accounts Administration (Release 3)	Core units changed. Packaging rules changed. Three units removed from elective unit list.	No equivalent qualification.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>