



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **FNS30310 Certificate III in Accounts Administration**

**Revision Number: 1**

## **FNS30310 Certificate III in Accounts Administration**

### **Modification History**

Not applicable.

### **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
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### **Pathways Information**

#### **Qualification Pathway**

This qualification is suited to an Australian Apprenticeship pathway.

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 FNS40210 Certificate IV in Bookkeeping or FNS40610 Certificate IV in Accounting would support career progression.

### **Licensing/Regulatory Information**

Not applicable.

### **Entry Requirements**

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

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

## Packaging Rules

### Packaging Rules

**11 units** must be achieved:

**7 core units**

*plus* **4 elective units**

- all elective units of competency may be selected from the elective bank
- a maximum of 3 electives may be selected from units aligned to other Certificate III qualifications in the FNS10 Financial Services Training Package
- a maximum of 2 electives may be selected from units aligned to Certificate IV qualifications in the FNS10 Financial Services Training Package or another endorsed Training Package or accredited course.

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

Units selected from other Training Packages or accredited courses must not duplicate units selected from or available within the FNS10 Financial Services or BSB07 Business Services Training Packages.

### *Core units of competency:*

- BSBOHS303B Contribute to OHS hazard identification and risk assessment
- BSBWOR204A Use business technology
- BSBWRT301A Write simple documents
- 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

### *Elective units of competency:*

- BSBCMM301A Process customer complaints
- BSBCUS301A Deliver and monitor a service to customers
- BSBCUS403A 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

- BSBWOR301A Organise personal work priorities and development
- FNSACC301A Process financial transactions and extract interim reports
- 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
- FSNCUS402A Resolve disputes
- FNSORG301A Administer fixed asset register
- FNSRTS301A Provide customer service in a retail agency
- FNSRTS302C 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
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