



Australian Government

Department of Education, Employment and Workplace Relations

FNS30311 Certificate III in Accounts Administration

Release: 1

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Modification History

Release	Comments
Release 1	<p>This Qualification first released with <i>FNS10 Financial Services Training Package version 2.0</i>.</p> <p>Replaced BSBOHS303B Contribute to OHS hazard identification and risk assessment with BSBOHS201 A Participate in OHS processes. This is considered a more appropriate unit for this qualification.</p> <p>Replaced BSBWOR204A Use business technology with BSBITU306A Design and produce business documents. This is considered a more appropriate unit for this qualification.</p> <p>Correct typo FNSRTS302C should read FNSRTS302A.</p> <p>Replaces FNS30310 Certificate III in Accounts Administration.</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

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

Not applicable.

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 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

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