



Australian Government

Department of Education, Employment and Workplace Relations

FNSBKG401A Develop and implement policies and procedures relevant to bookkeeping activities

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	<p>This unit describes the performance outcomes, skills and knowledge required to develop, implement and maintain policies and practices to ensure that a quality service is provided in relation to in-house or contracted bookkeeping activities.</p> <p>This unit may apply to job roles subject to licensing, legislative, regulatory or certification requirements so Commonwealth, State or Territory requirements should be confirmed with the relevant body. The Tax Practitioner's Board has set specific educational and experience requirements for registration of BAS agents that must be met.</p>
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Application of the Unit

Application of the unit	<p>This unit applies equally to bookkeeping job roles and individuals providing contract bookkeeping services that apply in a wide range of industries.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<p>1. Develop a professional working relationship with relevant parties</p>	<p>1.1. Business needs and expectations of a bookkeeper are clarified through clear communication with <i>relevant parties</i></p> <p>1.2. Roles and responsibilities of the bookkeeper are determined according to the business needs</p> <p>1.3. Activities that fall outside the role and responsibilities of the bookkeeper are identified and networks of individuals able to carry out activities are identified</p> <p>1.4. Where applicable, the business owner is referred to relevant networks for advice and services</p> <p>1.5. Feedback is sought on the range, type and quality of service to be provided and, where applicable, acted upon</p> <p>1.6. Relevant <i>ethical principles and practices</i> are identified and used in all dealings</p> <p>1.7. A strategy for continuing professional development is set in place and implemented to ensure ongoing professional practices</p>
<p>2. Carry out research to identify compliance requirements and support materials</p>	<p>2.1. Research is conducted into <i>legislative, statutory, regulatory and industry requirements</i> for carrying out bookkeeping activities</p> <p>2.2. Access to relevant <i>publications and software tools</i> designed to assist in carrying out bookkeeping activities is obtained</p>
<p>3. Set up and maintain appropriate systems to meet compliance requirements</p>	<p>3.1. <i>Systems</i> are developed to support <i>audience</i> needs.</p> <p>3.2. Instructions and guidelines for carrying out relevant daily activities and developed in accordance with compliance requirements</p> <p>3.3. Systems are reviewed and adapted as necessary on a regular basis</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - build relationships, determine and confirm client requirements, using questioning and active listening as required
 - liaise with others, share information, listen and understand
 - use language and concepts appropriate to cultural differences
- numeracy and IT skills to:
 - accurately analyse, record and store data in accordance with organisational requirements
 - access and use appropriate financial management software, spreadsheets and databases
 - use internet information
- self-management skills for complying with ethical, legal and procedural requirements
- problem solving skills to identify any issues that have the potential to impact on the bookkeeping process or outcome and to develop options to resolve issues when they arise or refer to other professionals as appropriate
- organisational skills, including the ability to plan and sequence work to provide a timely and professional service

Required knowledge

- avenues for identifying other professionals
- relevant industry codes of practice
- relevant policies and procedures in regard to customer service and techniques
- relevant statutory, legislative and regulatory requirements regarding the documentation of accounting procedures

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> • establish and maintain relationships with clients • research and identify policy and procedure material • develop systems and guidelines for procedures • comply with legislative requirements.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • competency is demonstrated in the context of the financial services work environment and conditions specified in the range statement either in a relevant workplace or a closely simulated work environment • access to and the use of a range of common office equipment, technology, software and consumables • access to an integrated financial software system and data.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples, in combination, are appropriate for this unit:</p> <ul style="list-style-type: none"> • evaluating an integrated activity which combines the elements of competency for the unit or a cluster of related units of competency • observing processes and procedures in workplaces or role plays • verbal or written questioning on underpinning knowledge and skills • setting and reviewing workplace projects and business simulations or scenarios • evaluating samples of work • accessing and validating third party reports.
Guidance information for assessment	

Range Statement

RANGE STATEMENT	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<p><i>Relevant parties</i> may include:</p>	<ul style="list-style-type: none"> • accountant • business owners • managers • tax agent.
<p><i>Ethical principles and practices</i> may be defined in:</p>	<ul style="list-style-type: none"> • relevant legislation and guidelines such as Tax Practitioner's Board • industry codes of practice.
<p><i>Legislative, statutory, regulatory and industry requirements</i> may include:</p>	<ul style="list-style-type: none"> • Australian Accounting Standards • Tax Practitioners Board requirements • Business Activity Statement (BAS) requirements • industry body requirements including professional development requirements • insurance requirements, including public liability and professional indemnity • Privacy Act • Taxation Act • Trade Practices Act.
<p><i>Publications and software tools</i> may include:</p>	<ul style="list-style-type: none"> • Australian Taxation Office (ATO) reports • commercial software packages • industry journals • materials available from industry bodies • software packages available from the ATO.
<p><i>Systems</i> may include:</p>	<ul style="list-style-type: none"> • flow charts • forms • instructions • policy documents • procedure manuals.
<p><i>Audience</i> may include:</p>	<ul style="list-style-type: none"> • business owners • self • subcontractors.

Unit Sector(s)

Unit sector	Bookkeeping
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Competency field

Competency field	
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Co-requisite units

Co-requisite units	FNSBKG403A	Establish and maintain an accrual accounting system
	FNSBKG404A	Carry out business activity and instalment statement activity tasks