

**CARAVAN INDUSTRY NATIONAL COMPETENCY
STANDARDS**

**GENERAL
FINANCIAL ADMINISTRATION**

Unit THHGFA01A

Process Financial Transactions

Unit Descriptor This unit deals with the skills and knowledge required to process and balance financial transactions in a range of tourism and hospitality contexts.

Element	Performance Criteria
<p>1 Process receipts and payments</p>	<ul style="list-style-type: none"> • Cash float is received and accurately checked using correct documentation. • Cash received is accurately checked and correct change is given. • Receipts are accurately prepared and issued when required. • Non-cash transactions are processed in accordance with enterprise and financial institution procedures. • Transactions are correctly and promptly recorded. • When payments are required, documents are checked and cash is issued according to enterprise procedures. • All transactions are conducted in a manner which meets enterprise speed and customer service standards.
<p>2 Reconcile takings</p>	<ul style="list-style-type: none"> • Balancing procedures are performed at the designated times in accordance with enterprise policy. • Cash float is separated from takings prior to balancing procedure and secured in accordance with enterprise procedures. • Register/terminal reading or print-out is accurately determined where appropriate. • Cash and non-cash documents are removed and transported in accordance with enterprise security procedures. • Cash is accurately counted. • Non-cash documents are accurately calculated. • Balance between register/terminal reading and sum of cash and non-cash transactions is accurately determined. • Takings are recorded in accordance with enterprise procedures.

Competency Standards

Range of Variables

- This unit applies to all tourism and hospitality sectors.
- Transactions may include but are not limited to:
 - credit cards
 - cheques
 - EFTPOS
 - deposits
 - advanced payments
 - vouchers
 - company charges
 - refunds
 - travellers cheques
 - foreign currency.

Evidence Guide

Underpinning Skills and Knowledge:

- To demonstrate competence, evidence of skills and knowledge in the following areas is required:
 - basic numeracy skills
 - cash counting procedures
 - procedures for processing non cash transactions
 - security procedures for cash and other financial documentation.

Context of Assessment:

- This unit may be assessed on or off the job. Assessment should include practical demonstration either in the workplace or through a simulation. This should be supported by a range of methods to assess underpinning knowledge.

Critical Aspects of Assessment:

- Look for:
 - ability to conduct accurate and secure financial transactions within acceptable enterprise timeframes
 - knowledge of basic cash handling principles and security procedures.

Linkages to Other Units:

- This unit is strongly linked to a wide range of other operational units where cash handling may be required. As such, combined delivery/assessment is appropriate based on the specific needs of industry sectors and individual workplaces.
- Care should be taken in developing training to meet the requirements of this unit. For generic pre-vocational training, organisations should provide training which takes into consideration the full range of industry contexts with no bias towards individual sectors. The Range of Variables will assist in this regard. For sector-specific delivery, training should be tailored to meet the needs of that sector.

Key Competencies in this Unit	Level
Collecting, Organising and Analysing Information	1
Communicating Ideas and Information	1
Planning and Organising Activities	1
Working with Others and in Teams	1
Using Mathematical Ideas and Techniques	1
Solving Problems	1
Using Technology	1

Unit THHGFA02A

Maintain Financial Records

Unit Descriptor This unit deals with the skills and knowledge required to keep financial records. As such it focuses on basic bookkeeping skills.

Element	Performance Criteria
1 Make journal entries	<ul style="list-style-type: none">• The correct journal is selected for intended entry.• Entries to journal are accurate and correctly located.• Journal entries are supported with explanation and cross-referencing to support documentation.• Irregularities are noted and actioned for resolution within designated timelines.• Journal entries are correctly authorised.• Source documents are correctly filed.
2 Reconcile accounts	<ul style="list-style-type: none">• Transaction documentation and account balances are accurately checked to ensure matching.• Discrepancies are identified, investigated or reported in accordance with level of individual responsibility.• Errors in documentation are rectified or reported.• Data is recorded on the nominated system within designated timelines.

Range of Variables

- This unit applies to all tourism and hospitality sectors.
- Bookkeeping systems may be manual or computerised.
- Journal entries may relate to:
 - cash receipts
 - cash sales
 - petty cash
 - purchases journal
 - sales journal
 - return outwards journal
 - return inwards journal
 - bad debts journal
 - main, general journal
 - payroll journal.
- Reconciliations may include but are not limited to:
 - petty cash
 - bank
 - subsidiary ledgers and control accounts
 - stock.

Evidence Guide

Underpinning Skills and Knowledge:

- To demonstrate competence, evidence of skills and knowledge in the following areas is required:
 - bookkeeping principles and terminology
 - typical record keeping systems as appropriate to industry sector.

Context of Assessment:

- This unit may be assessed on or off the job. Assessment should include practical demonstration either in the workplace or through a simulation. This should be supported by a range of methods to assess underpinning knowledge.

Critical Aspects of Assessment:

- Look for:
 - ability to maintain accurate records within acceptable enterprise timeframes and in accordance with enterprise requirements
 - understanding of bookkeeping principles.

Linkages to Other Units:

- As this unit relates to general bookkeeping skills it could be delivered/assessed in conjunction with a number of other operational and service units as appropriate to the industry sector and individual workplace.
- Care should be taken in developing training to meet the requirements of this unit. For generic pre-vocational training, organisations should provide training which takes into consideration the full range of industry contexts with no bias towards individual sectors. The Range of Variables will assist in this regard. For sector-specific delivery, training should be tailored to meet the needs of that sector.

Key Competencies in this Unit	Level
Collecting, Organising and Analysing Information	1
Communicating Ideas and Information	1
Planning and Organising Activities	1
Working with Others and in Teams	2
Using Mathematical Ideas and Techniques	2
Solving Problems	1
Using Technology	2

Unit THHGFA03A

Audit Financial Procedures

Unit Descriptor This unit deals with the skills and knowledge to audit financial procedures in a broad range of industry contexts. .

Element	Performance Criteria
<p>1 Monitor financial procedures</p>	<ul style="list-style-type: none"> • Transactions are checked in accordance with enterprise procedures. • Transactions are accurately balanced. • Balances prepared by others are checked in accordance with enterprise procedures. • Financial systems are implemented and controlled in accordance with enterprise procedures. • Systems are monitored and input provided to appropriate management on possible improvements. • Discrepancies are identified and resolved according to level of responsibility.
<p>2 Complete financial reports</p>	<ul style="list-style-type: none"> • Routine reports are accurately completed within designated timelines. • Reports are promptly forwarded to the appropriate person/department.

Competency Standards

Range of Variables

- This unit applies to all tourism and hospitality sectors.
- Transactions and financial/statistical reports may relate to:
 - daily, weekly, monthly transactions and reports
 - break-up by department
 - occupancy
 - sales performance
 - commission earnings
 - sales returns
 - commercial account activity
 - foreign currency activities
 - all types of payment.
- Financial systems may include, but are not limited to systems for:
 - petty cash
 - floats
 - debtor control
 - banking procedures.

Evidence Guide

Underpinning Skills and Knowledge:

- To demonstrate competence, evidence of skills and knowledge in the following areas is required:
 - typical financial control processes and procedures as appropriate to industry sector
 - auditing and financial reporting processes (both internal and external)
 - importance of auditing and reporting processes in overall financial management of an establishment.

Context of Assessment:

- This unit may be assessed on or off the job. Assessment should include practical demonstration either in the workplace or through a simulation. This should be supported by a range of methods to assess underpinning knowledge.

Critical Aspects of Assessment:

- Look for:
 - ability to accurately audit and provide reports on routine financial procedures within enterprise acceptable timeframes
 - understanding of how the auditing process impacts on overall financial management.

Linkages to Other Units:

- This unit should be assessed with or after the following unit:
 - THHGFA02A Maintain Financial Records
- There is also a very strong link between this unit and the following units:
 - THHGFA04A Prepare Financial Statements
 - THHGLE01A Monitor Work Operations (especially in sectors where this function is carried out by supervisors and team leaders).
- As this unit relates to general auditing skills it could also be delivered/assessed in conjunction with a number of other operational and service units as appropriate to the industry sector and individual workplace.
- Care should be taken in developing training to meet the requirements of this unit. For generic pre-vocational training, organisations should provide training which takes into consideration the full range of industry contexts with no bias towards individual sectors. The Range of Variables will assist in this regard. For sector-specific delivery, training should be tailored to meet the needs of that sector.

Competency Standards

Key Competencies in this Unit	Level
Collecting, Organising and Analysing Information	2
Communicating Ideas and Information	1
Planning and Organising Activities	1
Working with Others and in Teams	2
Using Mathematical Ideas and Techniques	2
Solving Problems	1
Using Technology	1

Unit THHGFA04A

Prepare Financial Statements

Unit Descriptor This unit deals with the skills and knowledge required to prepare the financial statements required to monitor business performance.

Element	Performance Criteria
1 Post transactions to ledgers	<ul style="list-style-type: none"> • Transactions are accurately posted from journals to the appropriate ledger accounts in accordance with accounting practices and enterprise procedures.
2 Make end of period adjustments	<ul style="list-style-type: none"> • Ledgers are monitored and accurately adjusted at the appropriate time. • Adjustments are taken into account including as appropriate: <ul style="list-style-type: none"> • pre-payments • accruals • depreciation • bad debts • closing stock. • Errors and discrepancies are noted and action is taken to rectify the discrepancies.
3 Produce balance sheets and profit and loss statements	<ul style="list-style-type: none"> • Balance sheets and profit and loss statements are accurately produced in accordance with standard accounting practices and enterprise requirements. • Information is accurately interpreted and distributed to appropriate people within required timeframes.

Competency Standards

Range of Variables

- This unit applies to all tourism and hospitality sectors.
- Recording mechanisms/systems may be manual or automated.

Evidence Guide

Underpinning Skills and Knowledge:

- To demonstrate competence, evidence of skills and knowledge in the following areas is required:
 - basic accounting principles and practices including:
 - double entry system and concept of debits and credits in bookkeeping
 - basic transaction groups – assets, liabilities, proprietorship, income, expenses
 - balance sheet/profit and loss statement preparation.

Context of Assessment:

- This unit may be assessed on or off the job. Assessment should include practical demonstration either in the workplace or through a simulation. This should be supported by a range of methods to assess underpinning knowledge.

Critical Aspects of Assessment:

- Look for:
 - ability to accurately prepare and interpret financial statements within enterprise acceptable timeframes
 - understanding of general accounting principles and practices as detailed in the Evidence Guide.

Linkages to Other Units:

- This unit underpins effective performance in a range of other financial administration and management units and combined training and assessment may be appropriate. These include but are not limited to:
 - THHGFA02A Maintain Financial Records
 - THHGFA03A Audit Financial Procedures
 - THHGLE13A Manage Finances Within a Budget
 - THHGLE14A Prepare and Monitor Budgets
 - THHGLE15A Manage Financial Operations.
- Care should be taken in developing training to meet the requirements of this unit. For generic pre-vocational training, organisations should provide training which takes into consideration the full range of industry contexts with no bias towards individual sectors. The Range of Variables will assist in this regard. For sector-specific delivery, training should be tailored to meet the needs of that sector.

Competency Standards

Key Competencies in this Unit	Level
Collecting, Organising and Analysing Information	2
Communicating Ideas and Information	2
Planning and Organising Activities	2
Working with Others and in Teams	1
Using Mathematical Ideas and Techniques	2
Solving Problems	2
Using Technology	1

Unit THHGFA05A

Manage Payroll Records

Unit Descriptor This unit deals with the skills and knowledge required to manage payroll records for employee salaries and statutory record keeping purposes.

Element	Performance Criteria
1 Prepare payroll data	<ul style="list-style-type: none"> • Gross pay is accurately calculated from information contained in nominated industrial awards and government legislation. • Statutory and voluntary deductions are accurately calculated from relevant documentation. • Payment due to individual employees is calculated, or data referred to payroll processor for calculation within designated timelines. • Details of pay identifying gross and net amounts are correctly prepared for presentation to individual employees.
2 Process payment of salaries	<ul style="list-style-type: none"> • Salaries and wages are prepared and issued within designated timelines. • Records are kept and maintained for taxation and auditing purposes. • Designated security procedures are followed at all times to ensure confidentiality and security of information. • Salary, wage and related enquiries are dealt with promptly and courteously. • Records are kept for the period as determined by government legislation.
3 Administer P.A.Y.E salary records	<ul style="list-style-type: none"> • Employee group certificate amounts are prepared and balanced from salary records. • Declaration forms for new and existing employees are completed in accordance with Australian Taxation Office (ATO) requirements. • Payments to government authorities are prepared and dispatched within the timelines designated by the authority. • Group tax amounts are calculated and/or transcribed and payments made in accordance with ATO procedures. • Periodic deductions are forwarded to nominated creditors within designated timelines.

Competency Standards

Range of Variables

- This unit applies to all tourism and hospitality sectors.
- Recording mechanisms/systems may be manual or automated.

Evidence Guide

Underpinning Skills and Knowledge:

- To demonstrate competence, evidence of skills and knowledge in the following areas is required:
 - Australian Taxation Office requirements for PAYE records and payments
 - knowledge of appropriate industrial awards for calculating pay.

Context of Assessment:

- This unit may be assessed on or off the job. Assessment should include practical demonstration either in the workplace or through a simulation. This should be supported by a range of methods to assess underpinning knowledge.

Critical Aspects of Assessment:

- Look for:
 - ability to accurately calculate pay, produce accurate pay advice slips and maintain PAYE records in accordance with enterprise and government requirements
 - general knowledge of payroll procedures.

Linkages to Other Units:

- This unit relates to a specialist payroll function that is often carried out by team leaders, supervisors or managers. It could be delivered/assessed in conjunction with a number of other operational and service units as appropriate to the industry sector and individual workplace.
- Care should be taken in developing training to meet the requirements of this unit. For generic pre-vocational training, organisations should provide training which takes into consideration the full range of industry contexts with no bias towards individual sectors. The Range of Variables will assist in this regard. For sector-specific delivery, training should be tailored to meet the needs of that sector.

Key Competencies in this Unit	Level
Collecting, Organising and Analysing Information	2
Communicating Ideas and Information	2
Planning and Organising Activities	2
Working with Others and in Teams	1
Using Mathematical Ideas and Techniques	2
Solving Problems	2
Using Technology	1