



Australian Government

SITHACS015 Conduct night audit

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to check and reconcile daily financial transactions and records, and produce reports relating to commercial accommodation establishment trading and revenue.

The unit applies to all types of commercial accommodation, and to reception personnel or night auditors who check financial transactions during periods of minimal customer activity at the front desk. They work within established procedures and systems under some supervision, but the problem-solving nature of this activity means they apply some discretion and judgment.

In many establishments, the night audit function is now automated and runs throughout the day.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Accommodation Services

Unit Sector

Hospitality

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Review financial transactions.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Check that transactions comply with organisational policies and procedures.
- 1.2. Check that balances prepared by others are accurate and

- comply with organisational policies and procedures.
- 1.3. Identify financial and system discrepancies and resolve according to level of own responsibility.
- 1.4. Implement financial systems and financial control systems according to organisational procedures.
- 1.5. Monitor systems and provide feedback to appropriate management.
- 2. Complete routine records and reports.
 - 2.1. Complete routine records and reports accurately within designated timelines.
 - 2.2. Process end or close of day trading and reports.
 - 2.3. Forward reports to required colleagues or department.
 - 2.4. Reduce waste by minimising use of printed materials.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret information about service charges.
Numeracy skills to:	- calculate and interpret large amounts of numerical data to identify and rectify variances and discrepancies - reconcile individual and whole operating period transactions.
Planning and organising skills to:	prioritise reporting duties to allow for timely provision to appropriate colleagues or department.
Technology skills to:	work with accounting or front office software.

Unit Mapping Information

Supersedes and is equivalent to SITHACS007 Conduct night audit.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>