



Australian Government

FNS30322 Certificate III in Accounts Administration

Release 1

FNS30322 Certificate III in Accounts Administration

Modification History

Release	Comments
Release 1	<p>This version first released with the FNS Financial Services Training Package Version 8.0.</p> <p>Supersedes and is equivalent to FNS30317 Certificate III in Accounts Administration.</p>

Qualification Description

This qualification reflects the role of individuals with functions that could include financial data entry, processing accounts and payrolls, providing customer service in financial transactions, and producing financial reports. Individuals in these roles apply skills and knowledge to demonstrate autonomy and judgement and to take limited responsibility in known situations under general supervision.

Licensing, legislative, regulatory or certification considerations

No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, some units may specify relevant licensing, legislative and/or regulatory requirements that impact on the unit. Refer to the relevant regulator for specific guidance on requirements.

Entry Requirements

Nil

Packaging Rules

Total number of units = 11

7 core units plus

4 elective units, of which:

- at least 3 must be from the elective units listed below
- up to 1 may be from this qualification or any currently endorsed Certificate II or above training package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the overall integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid industry-supported vocational outcome.

Core units

BSBTEC302 Design and produce spreadsheets
BSBXCM301 Engage in workplace communication
FNSACC314 Conduct business activities using a computerised accounting system
FNSACC321 Process financial transactions and extract interim reports
FNSACC322 Administer subsidiary accounts and ledgers
FNSACC323 Perform financial calculations
FNSINC311 Work together in the financial services industry

Elective units

BSBHRM416 Process payroll
BSBINS307 Retrieve information from records
BSBINS309 Maintain business records
BSBOPS304 Deliver and monitor a service to customers
BSBOPS305 Process customer complaints
BSBPEF301 Organise personal work priorities
BSBTEC301 Design and produce business documents
BSBTEC404 Use digital technologies to collaborate in a work environment
FNSACC421 Prepare financial reports
FNSACM311 Process and manage payments
FNSACM312 Reconcile financial transactions
FNSACM313 Process authorised payments
FNSCRD302 Monitor and control accounts receivable
FNSCRD311 Process applications for credit
FNSCRD415 Manage overdue customer accounts
FNSCUS412 Resolve disputes
FNSORG301 Administer fixed asset register
FNSRTS307 Maintain Automatic Teller Machine (ATM) services
FNSRTS308 Balance cash holdings
FNSRTS309 Maintain main bank account
FNSRTS311 Provide customer service in a retail agency
FNSRTS312 Execute foreign currency transactions
FNSRTS314 Administer card services

Qualification Mapping Information

Supersedes and is equivalent to FNS30317 Certificate III in Accounts Administration.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>