



Australian Government

Assessment Requirements for FNSACC302 Administer subsidiary accounts and ledgers

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with FNS Financial Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- monitor accounts, following organisational policy and procedures and industry compliance requirements
- identify bad and doubtful debts in a timely manner
- plan effective recovery actions
- follow bank account reconciliation processes
- use relevant data entry systems accurately.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify and describe the key features of:
 - accounting principles and practices
 - accounting systems
 - bank account reconciliation processes
- describe how bad or doubtful debts are identified
- describe the key requirements of:
 - legal systems and procedures
 - relevant legislation or regulations
 - industry codes of practice
 - industry compliance requirements
- outline the key requirements of organisational policy and procedures relating to reconciling and monitoring financial accounts
- describe measures to collect monies and features of recovery plans
- explain the features and uses of financial spreadsheets.
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Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the accounting field of work and include access to:

- common office equipment, technology, software and consumables
- integrated financial software system and data.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion volumes available from the IBSA website:

http://www.ibsa.org.au/companion_volumes -

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