

FNSICGEN305A**Unit Descriptor****Maintain daily financial/business records**

This unit covers the preparation and processing of routine financial documents.

This unit replaces FNAPTA07A.

Application of the Unit

This unit requires the application of skills and knowledge to process routine documents such as application or claim forms, invoices, banking documents, and petty cash vouchers. It may be applied in any sector of the financial services industry.

Unit Sector

No sector assigned

ELEMENT**PERFORMANCE CRITERIA**

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| 1. Process financial forms and applications | 1.1 Information from documents is identified, checked and recorded |
| | 1.2 Documents are processed and recorded or transmitted to appropriate personnel |
| | 1.3 All work undertaken is in accordance with organisational procedures, legislation and regulations |
| 2. Prepare and process banking documents and petty cash documents | 2.1 Deposits and withdrawals are accurately entered and balanced according to organisational procedures, where applicable |
| | 2.2 Cheques and card vouchers are checked for validity before processing, where applicable |
| | 2.3 Banking documentation is reconciled with organisation's financial records, where applicable |
| | 2.4 Documentation is completed in accordance with banking guidelines |
| 3. Process petty cash transactions | 3.1 Petty cash claims and vouchers are checked, processed and recorded and petty cash book is balanced according to organisation's procedures |
| | 3.2 Any irregularities are referred to nominated person |
| 4. Prepare and process invoices for payment to creditors and for debtors | 4.1 Invoices are prepared in accordance with organisational procedures |
| | 4.2 Invoices are checked against source documents for accuracy |
| | 4.3 Any errors or inaccuracies are corrected |
| | 4.4 Invoices and related documents are filed for auditing purposes |

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit.

Knowledge requirements include:

- the organisation's policies and procedures applying to financial documents
- relevant legislation and codes, relating to the operation of a business and to the tasks undertaken
- legislation relating to privacy and confidentiality
- procedures for handling cheques, vouchers and cash
- banking procedures and guidelines
- methods of calculating and presenting financial data
- the organisation's software and technology used to record and transmit financial information

Skills requirements include:

- calculation skills
- ability to check accuracy of information (words and numbers)
- attention to detail
- ability to read and interpret financial data
- communication skills
- ability to relate to people from a range of social, cultural and ethnic backgrounds
- ability to work to set timelines

KEY COMPETENCIES

The seven key competencies represent generic skills considered for effective work participation. The numbering against each of the key competencies indicates the performance level required in this unit.

Performance Level 1 - at this level, the candidate is required to undertake tasks effectively

Performance Level 2 - at this level, the candidate is required to manage tasks

Performance Level 3 - at this level, the candidate is required to use concepts for evaluating and reshaping tasks

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Liaising with relevant personnel, conveying financial information to debtors or creditors will require communication of ideas and information.	2
Collecting analysing and organising information	Using the organisation's procedures for determining work requirements and preparing documentation will require information to be collected, analysed and organised.	2
Planning and organising activities	Coordinating tasks in order of priority to meet timeframes and preparing tasks and documentation for processing will require activities to be planned and organised.	2
Working with others and in teams	Working with others to ensure work is completed on time and to agreed standards will require the ability to work within and across teams.	1
Using mathematical ideas and techniques	Balancing and reconciling amounts invoiced, paid or received and counting physical amounts of money will require the use of mathematical ideas and techniques.	3
Solving problems	Identifying and correcting errors and reconciling data will require problem solving skills.	2
Using technology	Processing documentation, inputting information and transmitting data will require the ability to use the organisation's software and office technology.	2

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that will affect performance.

The following variables 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. If bold italicised text is shown in Performance Criteria, details of the text are provided in the Range Statement.

Information may include:

- names
- addresses
- amounts of money/figure
- dates
- account numbers/card numbers/cheque numbers

Documents may include:	• application forms • claim forms • petty cash vouchers • invoices • purchase orders • receipts • credit notes • statements • deposit books • delivery dockets • remittance advice
Appropriate personnel may include:	• supervisor • manager • account department • accounts clerk • petty cash officer
Organisational procedures may include:	• legal and organisation policy and guidelines • procedures for entering and balancing deposits • procedures for checking validity of cheques and card vouchers • security procedures • cash handling procedures • Australian Accounting and Auditing Standards
Legislation and regulations may include:	• award and enterprise agreement • occupational health and safety (OH&S) legislation • privacy • equal employment opportunity (EEO) legislation • Anti-discrimination legislation
Validity may include:	• signature • dates • amounts
Banking documentation may include:	• withdrawal forms • deposit slips/books • cheques
Banking guidelines may include:	• cash bundled • accurate forms • banking summary provided • banking electronically

EVIDENCE GUIDE

Assessment of performance requirements in the unit should be undertaken in an industry context. The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competency for the unit. Competency is demonstrated by performance of all stated criteria including the Range of Variables applicable to the workplace.

Overview of assessment requirements

To achieve competency in this unit, a person must be able to demonstrate:

accurate and timely preparation and processing of financial documents in accordance with the organisation's policies and procedures

Evidence required for demonstration of consistent performance:

- Competence in this unit must be assessed over a period of time in order to ensure consistency of performance over the Range of Variables and contexts applicable to the work environment.

Delivery/relationship to other units:

- This unit may be assessed on its own or it may be assessed with other units that cover related skills and knowledge.
- Evidence is most relevant when provided through an integrated activity which combines the elements of competency for the unit, or a cluster of units of competency.

Method of assessment:

- For valid and reliable assessment of this unit, evidence should be gathered through a range of methods to indicate consistent performance.
- Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on underpinning knowledge and skills and other methods as required.

Context of assessment:

- This unit may be assessed in the workplace or in a simulated environment.

Resources required for assessment:

- Assessment of this unit of competence requires access to company policies and practices and the technology/systems used by the company to provide services to customers.