



Australian Government

Department of Education, Employment and Workplace Relations

TLIP3026A Maintain financial records in a small business

Release: 1

TLIP3026A Maintain financial records in a small business

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to maintain financial records in a small business in the transport, warehousing, distribution and/or storage industries, including establishing system requirements, establishing the financial management system, and maintaining the financial reporting systems. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be must be carried out in compliance with the relevant codes of practice and regulations for the maintenance of financial records.

Work is performed in either a team or autonomous working situation. It involves the application of routine accounting principles and procedures to maintain basic financial records in a small business.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Establish system requirements	1.1 The output requirements of the financial system are established in accordance with business plans and statutory and regulatory obligations 1.2 The system needs and statutory reporting requirements are identified
2 Establish financial management system	2.1 The financial administrative systems established match the identified requirements of the business 2.2 Mechanisms for the review of terms of trade and fee structures are suited to the business's needs and meet industry standards 2.3 Equipment and software needed for the operation of the financial administrative system is identified, acquired and installed in association with relevant accounting and technical staff 2.4 Financial administration, reporting and the performance indicators to be provided by the system are in accordance with business's statutory obligations 2.5 Financial administrative systems are implemented in accordance with planned processes and policies
3 Maintain financial reporting systems	3.1 Financial reports required to monitor business performance, to ensure accurate and timely information on working capital and cash flow, and to meet statutory obligations are accurately prepared to the prescribed format and at the required times 3.2 Financial reports are distributed to the relevant personnel and organisations by the due dates 3.3 Financial administration and reporting systems are evaluated against established performance indicators

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

- Relevant agreements, codes of practice and legislative requirements pertaining to the maintenance of financial records in a small business or cost centre
- Relevant OH&S and environmental procedures and regulations
- Workplace procedures for the maintenance of financial records in a small business or cost centre, including: compilation and use of cash receipts and cash payments journals, basic

REQUIRED KNOWLEDGE AND SKILLS

preparation, interpretation and analysis of financial reports, recording and balancing of petty cash transactions for financial records, completion of tax reconciliations and documentation, development and use of debtors and creditors records systems, completion of tax documentation and requirements, and reconciliation of bank statements with cash records

- Contacts and sources of information/documentation needed when maintaining financial records in a small business or cost centre
- Customer service policies and procedures
- Documentation requirements of banking institutions, governments and clients
- Accounting and auditing processes
- Financial control procedures
- Debt control processes
- Typical problems that can occur when maintaining financial records in a small business and appropriate action that can be taken to prevent or solve them

Required skills:

- Communicate effectively with others when maintaining financial records in a small business
- Read and interpret instructions, procedures, information and financial documentation relevant to the maintenance of financial records in a small business
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the maintenance of financial records in a small business
- Use relevant communications systems and equipment when maintaining financial records
- Work collaboratively with others when maintaining financial records in a small business
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems that may arise when maintaining financial records in a small business in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unanticipated situations that may arise when maintaining financial records in a small business
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail
- Use relevant computerised systems for communication and document generation
- Adapt to differences in equipment in accordance with standard operating procedures

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Organisation may include:	• small businesses or semi-autonomous cost centres in the transport, warehousing, transport and/or storage industries
Customers may be:	• internal or external
Requirements for work may include:	• relevant financial and taxation regulations • communications and computing equipment • hours of operation • basic accounting software and documentation
Financial records may include:	• invoices • computer spreadsheets • ledgers • wage sheets • tax information
Financial operations may include:	• compilation and use of cash receipts and cash payments journals • basic preparation, interpretation and analysis of financial reports • recording and balancing of petty cash transactions for financial records • completion of tax reconciliations and documentation • development and use of debtors and creditors records systems • completion of tax documentation and requirements • reconciliation of bank statements with cash records
Consultative processes may involve:	• other employees and supervisors • banking institutions • Australian Taxation Office representatives • suppliers and clients • relevant authorities • other agencies • management • other office or technical staff
Communications systems may involve:	• telephone • fax • email • mail
Depending on the type of organisation concerned and the	• company procedures • workplace procedures

RANGE STATEMENT

local terminology used, workplace procedures may include:

- organisational procedures
- established procedures

Documentation/records may include:

- workplace financial operating procedures and policies
- financial and taxation regulations and requirements
- invoices, receipts and other financial documentation
- journals and ledgers
- operations manuals, job specifications and procedures and induction documentation
- manufacturers instructions for the use of calculators, computers and other equipment used in financial operations
- relevant Australian and international standards, criteria and certification requirements
- competency standards and training materials
- supplier and/or client instructions
- relevant OH&S procedures
- quality assurance procedures
- emergency procedures

Applicable regulations and legislation may include:

- Australian and state/territory financial regulations, codes and procedures
- Australian and international standards and certification requirements
- relevant state/territory OH&S legislation
- Australian taxation regulations and requirements relevant to small businesses

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

P - Administration and Finance