

<b>Training Package</b>	Business Services (BSB07)	<b>HSC Requirements and Advice</b>
<b>Unit code</b>	<b>Unit title</b>	<b>HSC Indicative Hours</b>
<b>BSBFIA301A</b>	<b>Maintain financial records</b>	<b>30</b>

<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to maintain financial records for a business. It includes maintaining daily financial records such as reconciling debtors' and creditors' systems, preparing and maintaining a general ledger, and preparing a trial balance. It also includes activities associated with monitoring cash control for accounting purposes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
<b>Competency field</b>	Finance – Financial Administration
<b>Application of the unit</b>	This unit applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of financial records to provide technical advice and support to a team.
<b>Employability skills</b>	This unit contains employability skills.

<b>Evidence Guide</b>			
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.			
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<b>Context of and specific resources for assessment</b>	<b>Method of assessment</b>	<b>Gather information for assessment</b>
Evidence of the following is <u>essential</u> : <ul style="list-style-type: none"> <li>identifying and responding to discrepancies and errors</li> <li>transferring and recording financial data accurately</li> <li>reconciling expenditures and revenue</li> <li>knowledge of organisational policies and procedures relating to maintaining financial records.</li> </ul>	Assessment <u>must</u> ensure: <ul style="list-style-type: none"> <li>access to an actual workplace or simulated environment</li> <li>access to office equipment and resources</li> <li>examples of source documents relating to financial record keeping.</li> </ul>	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: <ul style="list-style-type: none"> <li>direct questioning combined with review of portfolios of evidence and third party workplace reports of on the job performance by the candidate</li> <li>review of identification and rectification or referral of discrepancies or errors in documentation or transactions</li> <li>analysis of responses to case studies and scenarios</li> <li>demonstration of techniques</li> <li>oral or written questioning to assess knowledge of financial record keeping</li> <li>examples of financial documentation.</li> </ul>	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: <ul style="list-style-type: none"> <li>general administration units</li> <li>other financial administration units.</li> </ul>

## Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

### Required skills

- literacy skills to identify financial information; to read and understand the organisation's accounting procedures; and to edit and proofread documents to ensure conformity and consistency of information
- communication skills to clarify information and to refer errors or discrepancies to appropriate people
- numeracy skills to read and interpret financial data and to prepare cash analysis sheets
- problem solving skills to reconcile figures.

### Required knowledge

- key provisions of relevant legislation from all levels of government that may affect aspects of business operations, such as:
  - anti discrimination legislation
  - ethical principles
  - codes of practice
  - privacy laws
  - financial legislation
  - occupational health and safety (OHS)
- organisational policies and procedures relating to maintaining financial records
- definition of credits/creditors and debits/debtors
- principles of double entry bookkeeping and accrual accounting
- methods of presenting financial data.

Element	Performance Criteria	Range Statement
1 Maintain daily financial records	1.1 Correctly maintain daily financial records and in accordance with <b>organisational requirements</b> for accounting purposes.	<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. <b>Bold italicised</b> wording, if used in the performance criteria, is detailed below.</p> <p>Essential operating conditions that 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) may also be included.</p> <p><b>Organisational requirements</b> may include:</p> <ul style="list-style-type: none"> <li>• designated time lines</li> <li>• guidelines for reconciling journals</li> <li>• legal and organisational policies, guidelines and requirements</li> <li>• OHS policies, procedures and programs</li> <li>• procedures for totalling adjusted journals</li> <li>• quality assurance and/or procedures manuals</li> <li>• resolution procedures</li> <li>• security procedures.</li> </ul>
	1.2 Identify and rectify or refer <b>discrepancies</b> or errors in <b>documentation</b> or transactions to <b>designated persons</b> in accordance with organisational requirements	<p><b>Discrepancies</b> may relate to:</p> <ul style="list-style-type: none"> <li>• bank charges</li> <li>• dishonoured cheques</li> <li>• errors in transposing between source documents and journals</li> <li>• interest.</li> </ul> <p><b>Documentation</b> may include:</p> <ul style="list-style-type: none"> <li>• purchase credit notes</li> <li>• purchase invoices</li> <li>• sales credit notes</li> <li>• sales invoices.</li> </ul> <p><b>Designated persons</b> may include:</p> <ul style="list-style-type: none"> <li>• bank</li> <li>• line management</li> <li>• organisation's authorisations department</li> <li>• statutory body</li> <li>• supervisor.</li> </ul>
	1.3 Accurately credit and debit transactions and promptly enter into <b>journals</b> in accordance with organisational requirements	<p><b>Journals</b> may include:</p> <ul style="list-style-type: none"> <li>• cash payments</li> <li>• cash receipts</li> <li>• purchases and purchase returns</li> <li>• sales and sales returns.</li> </ul>

Element	Performance Criteria	Range Statement
2 Maintain general ledger	2.1 Maintain general ledger in accordance with organisational requirements.	
	2.2 Post <i>transactions</i> into general ledger in accordance with organisational reporting requirements.	<p><b>Transactions</b> may include:</p> <ul style="list-style-type: none"> <li>• commencing business entries</li> <li>• correction of posting errors</li> <li>• interest expense</li> <li>• interest receivable</li> <li>• non cash transactions (e.g. writing off depreciation, stock losses)</li> <li>• purchase of a fixed asset on credit</li> <li>• sale of a fixed asset on credit</li> <li>• withdrawal of stock/assets by owner</li> <li>• write off a bad debt.</li> </ul>
	2.3 <b>Reconcile systems for accounts payable and receivable</b> with general ledger.	<p><b>Reconciling systems for accounts payable and receivable</b> may include:</p> <ul style="list-style-type: none"> <li>• checking accuracy of creditor account balances (e.g. cash payments journal, purchases journal, purchases returns journal, general journal)</li> <li>• checking accuracy of debtor account balances (e.g. cash receipts journal, sales return journal, general journal)</li> <li>• checking cash payments and receipt journals against bank statement</li> <li>• checking the total of the creditor's schedule equals the balance of the creditor's control account</li> <li>• checking the total of the debtor's schedule equals the balance of the debtor's control account.</li> </ul>
	2.4 Accurately prepare trial balance from general ledger in accordance with organisational requirements.	
3 Monitor cash control	3.1 Ensure cash flow is accurately accounted for in accordance with organisational requirements.	
	3.2 Make and receive <i>payments</i> in accordance with organisational requirements.	<p><b>Payments</b> may include:</p> <ul style="list-style-type: none"> <li>• cash</li> <li>• cheque</li> <li>• credit card</li> <li>• direct debit.</li> </ul>
	3.3 Collect or follow up outstanding accounts within designated time lines.	

Element	Performance Criteria	Range Statement
	3.4 Check payment documentation for accuracy of information and despatch to creditors within <i>designated time line</i> .	<p><i>Designated time lines</i> may include</p> <ul style="list-style-type: none"> <li>• by month end</li> <li>• monthly</li> <li>• within agreed period</li> <li>• within organisational deadline.</li> </ul>