

Training Package	Business Services (BSB07)	HSC Requirements and Advice
Unit code	Unit title	HSC Indicative Hours
FNSICGEN305B	Maintain daily financial/business records	20

Unit descriptor	This unit covers the preparation and processing of routine financial documents.
Unit Sector	Industry Capability – Generic
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.
Employability skills	This unit contains employability skills.

Evidence Guide

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.

Evidence required for demonstration of consistent performance:	Overview of assessment	Resources required for assessment:	Delivery/relationship to other units:
Competence in this unit must be assessed over a period of time in order to ensure consistency of performance over the Range Statement and contexts applicable to the work environment.	To achieve competency in this unit, a person must be able to demonstrate: <ul style="list-style-type: none"> accurate and timely preparation and processing of financial documents in accordance with the organisation's policies and procedures. 	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.	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.
	Context of assessment	Method of assessment	
	This unit may be assessed in the workplace or in a simulated environment.	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.	

Required Skills and Knowledge

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

Required skills

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.

Required knowledge

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.

Element	Performance Criteria	Range Statement
1 Process financial forms and applications	1.1 Information from <i>documents</i> is identified, checked and recorded.	<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. <i>Bold italicised</i> 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>Information may include:</p> <ul style="list-style-type: none"> • names • addresses • amounts of money/figure • dates • account numbers/card numbers/cheque numbers. <p>Documents may include:</p> <ul style="list-style-type: none"> • application forms • claim forms • petty cash vouchers • invoices • purchase orders • receipts • credit notes • statements • deposit books • delivery dockets • remittance advice.
	1.2 Documents are processed and recorded or transmitted to <i>appropriate personnel</i> .	<p>Appropriate personnel may include:</p> <ul style="list-style-type: none"> • supervisor • manager • account department • accounts clerk • petty cash officer.
	1.3 All work undertaken is in accordance with <i>organisational procedures, legislation and regulations</i> .	<p>Organisational procedures may include:</p> <ul style="list-style-type: none"> • legal and organisation policy and guidelines • procedures for entering and balancing deposits • procedures for checking validity of cheques and card vouchers • security procedures

Element	Performance Criteria	Range Statement
		<ul style="list-style-type: none"> • cash handling procedures • Australian Accounting and Auditing Standards. <p><i>Legislation and regulations</i> may include:</p> <ul style="list-style-type: none"> • award and enterprise agreement • occupational health and safety (OH&S) legislation • privacy • equal employment opportunity (EEO) legislation • Anti-discrimination legislation.
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 <i>validity</i> before processing, where applicable.	<p><i>Validity</i> may include:</p> <ul style="list-style-type: none"> • signature • dates • amounts.
	2.3 <i>Banking documentation</i> is reconciled with organisation's financial records, where applicable.	<p><i>Banking documentation</i> may include:</p> <ul style="list-style-type: none"> • withdrawal forms • deposit slips/books • cheques.
	2.4 Documentation is completed in accordance with <i>banking guidelines</i> .	<p><i>Banking guidelines</i> may include:</p> <ul style="list-style-type: none"> • cash bundled • accurate forms • banking summary provided • banking electronically.
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.	

Element	Performance Criteria	Range Statement
	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.	