

Certificate III in Accounts Administration FNS30310

Unit of Competency List

Students must complete the **7 Core Units** listed and may also select **4 Elective Units** from the list below. Students who have previously completed any units of competency from the lists below, or any other eligible units may have them credited towards this qualification via the Recognition of Prior Learning Process (RPL).

Core Units (Complete All)

BSBOHS303B Contribute to OHS hazard identification and risk assessment
BSBWOR204A Use business technology
BSBWRT301A Write simple documents
FNSACC301A Process financial transactions and extract interim reports
FNSACC302A Administer subsidiary accounts and ledgers
FNSACC303A Perform financial calculations
FNSINC301A Work effectively in the financial services industry

Elective Units (Select 4)

BSBCMM301A Process customer complaints
BSBCUS301A Deliver and monitor a service to customers
BSBCUS403A Implement customer service standards
BSBFIA302A Process payroll
BSBFIA401A Prepare financial reports
BSBITU304A Produce spreadsheets
BSBITU305A Conduct online transactions
BSBRKG303B Retrieve information from records
BSBRKG304B Maintain business records
BSBWOR301A Organise personal work priorities and development
FNSACC301A Process financial transactions and extract interim reports
FNSACM301A Administer financial accounts
FNSACM302A Prepare, match and process receipts
FNSACM303A Process payment documentation
FNSBKG402A Establish and maintain a cash accounting system
FNSBKG403A Establish and maintain an accrual accounting system
FNSBKG405A Establish and maintain a payroll system
FNSCR301A Process applications for credit
FNSCR302A Monitor and control accounts receivable
FNSCR405A Manage overdue customer accounts
FSNCUS402A Resolve disputes
FNSORG301A Administer fixed asset register
FNSRTS301A Provide customer service in a retail agency
FNSRTS302C Handle foreign currency transactions
FNSRTS304A Administer debit card services
FNSRTS307A Maintain Automatic Teller Machine (ATM) services
FNSRTS308A Balance cash holdings
FNSRTS309A Maintain main bank account

