# Competency Standard

| UNIT TITLE: MAINTAIN A SECURE FINANCIAL ACCOUNTING SYSTEM | NOMINAL HOURS: 80 |
|---|---|

**UNIT NUMBER:** D2.TFA.CL7.03

**UNIT DESCRIPTOR:** This unit deals with skills and knowledge required to maintain the security of the accounting systems, including the general ledger.

| ELEMENTS AND PERFORMANCE CRITERIA | UNIT VARIABLE AND ASSESSMENT GUIDE |
|---|---|
| **Element 1: Reconcile general ledger accounts**<br><br>**1.1** *Reconcile general ledger to subsidiary ledgers*<br><br>**1.2** *Resolve outstanding items* on reconciliation<br><br>**1.3** *Reconcile bank accounts and clear suspense accounts*<br><br>**1.4** *Obtain authorisation and/or approval* for completed reconciliation<br><br>**Element 2: Reconcile general ledger to related systems**<br><br>**2.1** Process *related systems* entries<br><br>**2.2** *Reconcile interfaces* from related systems<br><br>**2.3** *Verify related systems* to maintain integrity of the accounting systems | **Unit Variables**<br><br>The Unit Variables provide advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.<br><br>This unit applies to all industry sectors that have a need to utilise a financial accounting system within the labour divisions of the hotel and travel industries and may include:<br><br>1. Front Office<br>2. Travel Agencies<br>3. Tour Operation<br><br>*Reconcile general ledger to subsidiary ledgers* may include:<br><br>• Conducting regular reconciliations<br><br>• Ensuring accuracy<br><br>• Adhering to *organisational policies and procedures* which may include:<br><br>　▪ Operations manuals<br><br>　▪ Internal control guidelines<br><br>　▪ Computer system documentation. |

1

| | |
|---|---|
| **Element 3: Back-up systems** | *Resolve outstanding items* will include: |
| **3.1** Follow system *back-up schedules* precisely | • Undertaking investigations |
| **3.2** *Verify back-ups* | • Seeking input from others in relation to information required to determine the issue |
| **Element 4: Monitor and review integrity of financial systems** | • Making appropriate corrections to relevant accounts |
| **4.1** Establish *processes to regularly monitor financial systems* | • Ensuring the integrity of the system. |
| **4.2** Identify variations from organisational policies and procedures | *Reconcile bank accounts and clear suspense accounts* may be related to: |
| **4.3** *Assess variations* from organisational policies and procedures | • Ensuring reliability of the general ledger. |
| | *Obtain authorisation and/or approval* may include: |
| **4.4** *Encourage user feedback* | • Acquiring sign-off by appropriate personnel such as: |
| **Element 5: Update systems for management requirements and regulations** | ▪ Accounting personnel |
| | ▪ Business unit or departmental managers |
| **5.1** Calculate *estimates of costs* associated with changes | • Adhering to organisational policies and procedures. |
| **5.2** *Plan changes and updates* to systems | *Related systems* may include: |
| *5.3* *Test systems' updates* | • Suspense accounts |
| **5.4** Ensure changes and updates are comprehensive and maintain the integrity of accounting system | • Cost centre accounts |
| | • Investments register |
| | • Prompt processing of data |
| **5.5** *Apply changes* | • Accuracy in entry. |
| **5.6** *Circulate changed and/or updated relevant documentation* | *Reconcile interfaces* must include: |
| | • Adhering to organisational policies and procedures |
| | • Ensuring accuracy. |

| | |
|---|---|
| | *Verify related systems* must include:<br><br>• Ensuring validity<br><br>• Ensuring accuracy.<br><br>*Back-up schedules* may include:<br><br>• Backing-up electronically on a daily, weekly or monthly basis<br><br>• Usually prescribed in organisational procedures/system operational procedures.<br><br>*Verify back-ups* may include:<br><br>• Storing back-ups in secure and designated locations<br><br>• Ensuring accessibility of backed-up information<br><br>• Protecting integrity of system information<br><br>• Complying with internal audit requirements<br><br>• Complying with internal security requirements.<br><br>*Processes to regularly monitor financial systems* may include:<br><br>• Ensuring reliability of the systems<br><br>• Ensuring integrity of the systems<br><br>• Ensuring compliance with organisational policies and procedures<br><br>• Ensuring compliance of the systems with relevant *management requirements and host country regulations* which may include:<br><br>   ▪ Authority levels<br><br>   ▪ Classification systems<br><br>   ▪ Cost centre definitions<br><br>   ▪ New expenditure accounts |

|  | ▪ Reinsurance returns |
|  | ▪ Audit trails. |
|  | *Assess variations* may include: |
|  | • Determining impact on the financial systems |
|  | • Identifying action to be taken to address variations. |
|  | *Encourage user feedback* may include: |
|  | • Reviewing feedback received |
|  | • Determining impact on the financial systems |
|  | • Identifying action to be taken |
|  | • Soliciting input from appropriate personnel |
|  | • Recording feedback received for future use and/or reference. |
|  | *Estimates of costs* may include: |
|  | • Undertaking cost-benefit analysis |
|  | • Calculating opportunity costs |
|  | • Determining infrastructure costs |
|  | • Determining training costs for staff |
|  | • Assessing cost-effectiveness. |
|  | *Plan changes and updates* may include: |
|  | • Preparing written implementation plans |
|  | • Allocating responsibilities |
|  | • Identifying relevant timelines |
|  | • Advising relevant staff as appropriate |
|  | • Undertaking training to support implementation. |

*Test systems' updates* may include:

- Ensuring they reflect changed requirements
- Identifying unanticipated flow-on effects from the changes and updates.

*Apply changes* may include:

- Ensuring consistency of application across all systems
- Ensuring report information remains valid
- Monitoring implementation.

*Circulate changed and/or updated relevant documentation* may include:

- Ensuring all *relevant parties* are informed of variations, which may include:
  - Management
  - Other accounting personnel and organisational staff.

**Assessment Guide**

The following skills and knowledge must be assessed as part of this unit:

- Enterprise policies and procedures in regard to the functioning of the financial accounting systems that operate within the business
- Ability to use accounting techniques
- Ability to check reconciliation items with related system entries
- Detailed knowledge of relevant host country legislation relating to accounting practices and procedures
- Comprehensive knowledge of accounting procedures and practices
- Sound communication skills in liaising with departmental managers and creditors/ suppliers
- Thorough understanding of bank account reconciliation process

| | |
|---|---|
| | • Ability to back-up and update financial systems |
| | • Ability to use relevant data entry and office equipment. |
| | **Linkages To Other Units** |
| | • Access and retrieve computer-based data |
| | • Perform clerical procedures |
| | • Plan and establish systems and procedures |
| | • Prepare business documents |
| | • Use common business tools and technology |
| | • Develop and implement operational policies |
| | • Audit financial procedures |
| | • Maintain financial standards and records |
| | • Manage financial performance within a budget |
| | • Manage payroll records |
| | • Monitor catering revenue and costs |
| | • Interpret financial statements and reports |
| | • Manage and control operational costs |
| | • Prepare financial statements |
| | • Prepare and monitor budgets. |
| | **Critical Aspects of Assessment** |
| | Evidence of the following is essential: |
| | • Understanding of host enterprise policies and procedures in regard to the functioning of the financial accounting systems that operate within the business |
| | • Demonstrated ability to reconcile a nominated set of general ledger accounts |

| | |
|---|---|
| | - Demonstrated ability to reconcile a nominated general ledger to given related systems
- Demonstrated ability to effectively and securely back-up a nominated accounting system
- Demonstrated ability to review a nominated accounting system and make recommendations for changes and updates to maintain the integrity and security of the system.

**Context of Assessment**

This unit may be assessed on or off the job:

- Assessment should include practical demonstration either in the workplace or through a simulation activity, supported by a range of methods to assess underpinning knowledge
- Assessment must relate to the individual's work area or area of responsibility.

**Resource Implications**

Training and assessment to include access to a real or simulated workplace; and access to workplace standards, procedures, policies, guidelines, tools and equipment.

**Assessment Methods**

The following methods may be used to assess competency for this unit:

- Case studies
- Observation of practical candidate performance
- Oral and written questions
- Analysis of portfolio of documents produced, or worked on, by the candidate
- Problem solving
- Third party reports completed by a supervisor
- Project and assignment work. |

| **Key Competencies in this Unit** | | |
|---|---|---|
| *Level 1 = competence to undertake tasks effectively* | | |
| *Level 2 = competence to manage tasks* | | |
| *Level 3 = competence to use concepts for evaluating* | | |
| **Key Competencies** | **Level** | **Examples** |
| Collecting, organising and analysing information | 3 | Capture information to enable operation and analysis of the systems |
| Communicating ideas and information | 2 | Explain variations to relevant personnel |
| Planning and organising activities | 3 | Schedule reviews and implementation tests |
| Working with others and in teams | 2 | Liaise with relevant parties |
| Using mathematical ideas and techniques | 3 | Calculate accounting statistics and data |
| Solving problems | 3 | Resolve variations in system figures |
| Using technology | 2 | Use accounting software packages |