

Specification of Competency Standards for the Retail Banking

Unit of Competency

Retail Banking Operations and Support > 2.1 Operation Planning

Title	Prepare and maintain manual account journal and ledges for recording
Code	107336L3
Range	Execute the accounting procedures for retail branch internal operations and ensure that account receivable and payable and suspense accounts at branch level are properly controlled
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> Understand accounting principles and reporting requirements <p>Be able to:</p> <ul style="list-style-type: none"> Understand the accounting principles and interpret the bank's guidelines and criteria in maintaining accounting record for bank branch or at departmental level Act in accordance with the accounting reporting guidelines and format for journal and ledgers preparation Prepare accounting journal and ledgers <p>Be able to:</p> <ul style="list-style-type: none"> Prepare and maintain multi-column manual account journal and ledgers for recording accounting entries Record account transactions including accounts receivables, accounts payables, and departmental accounts in appropriate manual account journals and account ledgers at departmental or branch level Journalize, record and reconcile account transactions in manual account journal and ledgers (e.g. cash receipts, cash payments, purchases, sales, suspense accounts, etc. other than system-generated accounting entries) Journalize and update the account adjusting and closing entries for the department or at branch level Reconciliation of the account journals and manual account ledgers Prepare accounting document in a professional manner <p>Be able to:</p> <ul style="list-style-type: none"> Analyse and reconfirm all accounting entries in details to ensure the journal and ledgers prepared are error free Store and record reports on accounting entries errors identified to ensure all details of the transactions are documented in files and retained for suitable periods of time
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> Preparation accurate accounting journal and ledgers for bank branch or at departmental level Conducting timely reconciliation and maintaining a record to ensure all details of errors are documented properly
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