

Specification of Competency Standards for the Retail Banking

Unit of Competency

Strategic Business Development and General Management > 9.3 Financial Management

Title	Carry out routine administration on the bank's financial database
Code	107579L3
Range	Record, maintain and update financial figures and other related information of the bank in the database according to stated guidelines
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Record and keep financial data according to the stated plan Be able to:</p> <ul style="list-style-type: none"> • Enter timely and accurate financial data into the systems in compliance with the bank's financial management policies and guidelines • Retain complete record and manage proper storage of documentation • Ensure the accuracy and timeliness of data in the record <p>2. Generate reports from the database according to different requests Be able to:</p> <ul style="list-style-type: none"> • Provide accurate and timely financial data to management by generating reports from the database system and customize the reports according to the requests
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Upkeeping of reliable financial data to management through smooth operation of the system. The data should be timely and accurate and cover all information requested by the management • Extract information from the database to generate reports regularly which can fulfil the general needs of different parties on reviewing the financial position of the bank as well as customize the reports according to the requests
Remark	