Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 2. General Enterprise Banking Operations and Support
(Key Function – 2.6 Trade Finance Transactions Processing)

Title	Maintain trade finance related transactions records
Code	109231L3
Range	Maintaining transaction records and related documents for different kinds of enterprise banking accounts. This applies to the transactions of trade finance and different kinds of enterprise banking trade related products / services.
Level	3
Credit	3 （For Reference Only）
Competency	Performance Requirements 1. Knowledge in the Subject Area Be able to: • Understand the relevant regulations and code of conduct in handling clients' personal and business information; • Understand the principles and procedures in recording and reconciling account transactions in order to execute the tasks effectively. 2. Applications Be able to: • Record and consolidate transaction information from different trade financing accounts and channels into a centralized database / report; • Balance currency and checks, calculate daily transaction and prepare daily control book and trial balance; • Check transactions conducted and ensure balanced entries for each single transaction; investigate and resolve discrepancies identified; • Provide comprehensive collection, payment and reconciliation reports covering different accounts and transaction channels by employing standardized templates; • Document details of company, bank accounts involved in the trade finance transactions and instructions for regular transactions; • Verify all necessary supporting documents and vouchers related to the transactions according to the bank's procedures; • Make copies of materials regarding trade finance accounts transactions upon requests from the clients and regulatory bodies. 3. Professional Behaviour and Attitude Be able to: • Compile accurate and timely transaction reports with relevant details to clients and the bank for recording purpose.
Assessment Criteria	The integral outcome requirements of this UoC are: • Maintenance of transaction records in compliance with the bank's guidelines and ensuring the accuracy of the records; • Preparation of reports in accordance with the standardized templates of banks and ensuring the accuracy of data.
Remark	