

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 2. General Enterprise Banking Operations and Support
(Key Function – 2.7 Foreign Exchange and Money Market Related Transactions Processing)

Title	Maintain foreign exchange and money market related transactions records
Code	109234L3
Range	Maintaining transaction records and related documents for enterprise banking accounts. This applies to the foreign exchange and money market related transactions processed for different kinds of enterprise banking accounts.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> • 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. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Capture and consolidate transaction information from different foreign exchange accounts and channels into a centralized database / report; • Balance currency and trading accounts, calculate daily transactions 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 foreign exchange and money market transactions and instructions for regular transactions. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Review reports on different foreign exchange accounts (including FX trading accounts) and perform binary checking to ensure accuracy of the details; • Make effort to ensure the accuracy and timeliness of details in the transaction report to clients; • 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.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Maintenance of foreign exchange and money market 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	