

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 10. General Management
(Key Function – 10.3 Financial Management and Control)

Title	Carry out routine administration on the bank's financial database
Code	109565L3
Range	Recording, maintaining and updating financial figures and other related information of the bank in the database in accordance with the stated guidelines. This applies to financial database administration work related to different operational and business areas of the bank.
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"> • Possess thorough knowledge of the bank's financial database administration and enter timely and accurate financial data into the systems in compliance with the bank's financial management policies and guidelines; • Demonstrate administration know-how by retaining a complete record and manage proper storage of documentation in accordance with the stated plans; • Understand the importance of financial data correctness by making effort to ensure the accuracy and timeliness of data in the record. <p>2. Applications</p> <p>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; • Record and keep financial data according to the stated plan precisely and concisely; • Update the financial database regularly and process dual accuracy check with relevant parties. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Maintain a complete record of transactions for the administrative work done; • Perform financial data administration tasks in line with the bank's guidelines and maintain collaboration with relevant parties throughout the process.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Up-keeping of reliable financial data for management review through smooth operation of the system. The data should be timely, accurate and able to cover all information requested by the management; • Extracting 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 request.
Remark	