

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	Perform book keeping
Code	109566L3
Range	Execution of book keeping functions. This applies to all data required to perform different accounting procedures defined by 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"> • Demonstrate competence in the bank’s accounting procedures by book keeping all financial transactions accurately into appropriate accounts including accruals and reversals (e.g. maintain post of accruals for the estimated payroll but not paid through the end of the fiscal month) according to the bank’s guidelines; • Possess the accounting knowledge by balancing all transactions incurred within the fiscal month / quarter of the accounting period and process and update the financial statements for managerial review according to the bank’s guidelines. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Check and reconfirm data accuracy to ensure that all transactions / charges to a cost object are appropriate and that the correct general ledger account is used; • Post transaction data into appropriate ledger according to accounting procedures defined by the bank; • Correct all erroneous transactions found during the verification process to ensure reliability and integrity of accounting records; • Verify that the figures listed on the financial reports have already represented all transactions posted to the cost object during the accounting period. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Retain documentation such as journal vouchers, purchase orders, payroll charges, vendor invoices and accounts payable check requests that supports the reconciliation in an accessible location for a minimum period in compliance with the bank’s policies, guidelines and external regulation.
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Book keeping of accounting information. The data entry should be accurate and reliable in accordance with the accounting procedures.
Remark	