

## Higher Nitec in Accounting

HF3AC

Higher Nitec in Accounting

3 month IA Duration

AC43007FPE

1. Demonstrate effective workplace communication
2. Respond to customer/stakeholder request and enquiry
3. Produce business document using software
4. Handle payment and collection
5. Provide information on products and services
6. Manage service breakdown and recovery
7. Analyse data from documents and provide recommendation/s
8. Ensure accuracy of recorded transactions derived from source documents

HF3AC, HF2AC, HFXAC

Higher Nitec in Accounting

6 month IA Duration

AC53007FPE|AC53008FPE

1. Demonstrate effective workplace communication
2. Manage customer/stakeholder needs and expectations
3. Produce business document using software
4. Process accounting transactions and maintain records
5. Manage transaction, process order and payment using accounting or equivalent software
6. Perform billing/collection activity
7. Process end of period account closing activity or prepare financial related report

8. Perform reconciliation of banking transaction/ accounts receivable/ accounts payable/ other accounts

9. Perform stock take and manage inventory database

10. Maintain and manage GST records

11. Perform payroll activity