

Model Curriculum

Accounts Executive

SECTOR: BFSI
SUB-SECTOR: LENDING, FUND INVESTMENT & SERVICES, PAYMENTS, BROKING, BFSI PROCESSING
OCCUPATION: Finance and Accounts
REF ID: BSC/Q8101, V1.0
NSQF LEVEL: 5



CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

BFSI SECTOR SKILLS COUNCIL OF INDIA

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Accounts Executive' QP No. 'BSC/Q8101 NSQF Level 5'

Date of Issuance: **July 17, 2016**

Valid up to: **September 30, 2020**

* Valid up to the next review date of the Qualification Pack



Authorised Signatory
(BFSI Sector Skill Council of India)

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Accounts Executive

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Accounts Executive”, in the “BFSI” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Accounts Executive		
Qualification Pack Name & Reference ID. ID	BSC/Q8101		
Version No.	1.0	Version Update Date	21-10-18
Pre-requisites to Training	Graduate		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Ascertain different types of tax liabilities, evaluate tax compliance documents and prepare tax challans and make tax payments. • Seek and receive income tax declarations from employees, calculate net salaries after deductions, prepare salary statements giving details of earnings and deductions. • Verify the receipt / payments related documents and record the receipt / payment transactions in the book of accounts, prepare reconciliation statements and execute cash and inventory management. • Obtain and verify documents related to purchases / sales and pass accounting entries in journals. • Make provisions under various heads, prepare statement of depreciation, prepare reports on profit and loss account and balance sheet and other financial statements. • Communicate effectively with customers, superiors and colleagues, maintain service orientation and achieve customer satisfaction. • Maintain integrity of transactions to ensure security of data and practice ethical behaviour. • Focus on teamwork with a view to create a healthy team atmosphere. 		

This course encompasses 8 out of 8 National Occupational Standards (NOS) of “Accounts Executive” Qualification Pack issued by “BFSI Sector Skill Council of India”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Basics of accounting</p> <p>Theory Duration (hh:mm) 50:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code BSC/N8101</p>	<ul style="list-style-type: none"> • Underline the basic concepts in accounting • Interpret the objectives of financial accounting • List the advantages and limitations of financial accounting • Identify important accounting terms and concepts • Interpret the double entry system • List different types of accounts • Recognise business transactions and their source documents • Interpret the method of recording business transactions • Employ different methods of recording business transactions • Operate with different types of journals and ledgers • Practice passing of journal/ledger entries • Relate to the concept of trial balance • Relate to the concept and application of subsidiary books • Recognise the process of preparation of final accounts • Distinguish between trading, manufacturing and profit & loss account • Interpret a balance sheet and its particulars • Examine the processes and methods of payment to suppliers • Interpret purchase and sales journals, vouchers, registers challans • Analyse the contents of journals, vouchers, registers and challans to, auditors • Distinguish between different methods of remittances like RTGS, NEFT, IMPS and clearing 	White board, Marker, Overhead projector, Laptop with Tally software installed, Internet access
2	<p>Basic taxation related concepts</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code BSC/N8101</p>	<ul style="list-style-type: none"> • Examine basic concepts like due date, financial year and assessment year • Evaluate tax related concepts like <ul style="list-style-type: none"> ○ Time of supply of goods ○ Place of supply ○ Location of supplier of goods • List down in detail tax terminologies such as input tax credit, output tax, TDS, tax collected at source (TCS) and rates of TDS, input Value Added Tax (VAT), output tax, and/or Goods and Services Tax (GST), etc. 	White board, Marker, Overhead projector, Laptop, Internet access, Game card
3	<p>Incidence of Taxation</p> <p>Theory Duration</p>	<ul style="list-style-type: none"> • List down the incidences of taxation • Underline time of supply of goods • Recognise the purpose of place of supply • Define location of supplier of goods 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	(hh:mm) 05:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code BSC/N8101	<ul style="list-style-type: none"> Define the recipient with respect to supplies involving payment and supplies not involving payment 	
4	Understanding GST Concepts Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code BSC/N8101	<ul style="list-style-type: none"> Comprehend the fundamental concept of GST Interpret the concept of supply Differentiate between taxable and non-taxable supply Recognise the applicability of SGST, CGST and IGST Explain how IGST is levied Examine adjustment against Tax Payable and input tax credit set-off Apply the process of making tax payment to the Government Demonstrate E-Filing Returns 	White board, Marker, Overhead projector, Laptop with Tally software installed, Internet access, Game card
5	Registration under GST Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code BSC/N8101	<ul style="list-style-type: none"> Evaluate the PAN based Registration Process, its rules, and the Purpose of registration Differentiate between single registration and multiple registrations for different business vertical Identify whether registration should be done centrally or selectively in each state List the details that are to be furnished during registration Identify common mistakes made during registration Differentiate between Taxable Person vs. Registered Person Identify the Registration Timelines – Migrations Record the benefits of registration Demonstrate form filling with case studies 	White board, Marker, Overhead projector, Laptop with Tally software installed, Internet access, Game card
6	Calculation of Tax Liability Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code BSC/N8101	<ul style="list-style-type: none"> Illustrate the concept of input credit Evaluate Input Tax Credit eligibility using case studies Explain the concept of reversal of VAT Asses tax liability for Goods in Transit Categorise Consideration Value transactions having non-monetary consideration Identify set-offs under GST wherever applicable Identify in detail carry over credit, capital goods credit, embedded credits etc. Differentiate between consideration and valuation 	White board, Marker, Overhead projector, Laptop with Tally software installed, Internet access, Game card

7	<p>Payment under GST</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code BSC/N8101</p>	<ul style="list-style-type: none"> Identify the types of payment, modes of payment, rules of collection of taxes Practice preparing different Challans, CPIN & CIN Compare TDS and TCS Inspect cases for reversal of credit Recognise and calculate the tax liability based on various case studies List the penalties for late payments Practice on the process of online payment 	<p>White board, Marker, Overhead projector, Laptop with Tally software installed, Internet access, Game card</p>
8	<p>Prepare and perform payroll function</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BSC/N8102</p>	<ul style="list-style-type: none"> Underline the components of salary and their details Examine the process of maintaining records of employees' details Illustrate Statutory Deduction Examine Income Tax declarations submitted by employee Prepare advice statement relating to Income Tax and provident fund Prepare net salary Statement Complete the joining formalities and record maintenance of employee details Prepare the exit formalities of employees Prepare the full and final settlement- salary, incentives, provident fund (employee's contribution & employer's contribution), Gratuity, Superannuation, arrears, etc Assess how incentives, bonus, variable pay and incentives are calculated Design and prepare appraisal letters 	<p>White board, Marker, Overhead projector, Laptop, Internet access, Game card</p>
9	<p>Prepare receipt and payment voucher</p> <p>Theory duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code BSC/N8103 BSC/N8104</p>	<ul style="list-style-type: none"> Compare different types of receipts and payments in a business Inspect purchase orders, purchase journal, supplier and payment details Examine the documentation submitted along with purchase order/invoice Record purchase/sale sales in respective journals Prepare delivery challans and vouchers Operate the Tally system and learn to pass entries in Tally Analyse the process of cash payments Analyse the process of payments through electronic channels (cheques, DD, PO, RTGS, NEFT, IMPS, ECS, etc.) Create a sales invoice Comprehend the concept of reconciliation Prepare reconciliation statements Identify the process of opening and closing cash Examine the nuances of handling cash Prepare cash-flow statements and reports 	<p>White board, Marker, Overhead projector, Laptop with Tally software installed, Internet access, Game card</p>

		<ul style="list-style-type: none"> Underline the process of maintaining stock ledgers, rejection in and rejection out, delivery note, etc. Examine the process of physical verification of stocks Evaluate the 5S model of filing records for easy retrieval of the same 	
10	<p>Prepare financial statements</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code BSC/N8105</p>	<ul style="list-style-type: none"> Examine the concept of creating provisions for certain expenses / doubtful debts Prepare documentation required for provisioning Analyse the process of provisioning Analyse depreciation and the methods to calculate depreciation List down different rates of depreciation related to different types of assets Evaluate the cost capitalization concept Discuss the concept of block of assets Prepare a statement of assets with details such as purchase date, applicable rate of depreciation and book value Estimate the depreciation for each of the asset contained in the list Prepare a report/depreciation journal/or by any other term referred to as, showing the details of depreciation calculation Identify the entries to be made in the Tally software Interpret in detail profit and loss account Identify the nature of expenses and income covered in the profit and loss account Prepare profit and loss statement using Tally software Interpret in detail about the balance sheet Identify the nature of accounts and understand their treatment in the balance sheet Interpret in detail about the major headings in the balance sheet Identify and understand the various ledger accounts in the balance sheet Prepare various reports in Tally based on the balance sheet 	<p>White board, Marker, Overhead projector, Laptop with Tally software installed, Internet access, Game card</p>
11	<p>Communicate effectively and achieve customer satisfaction</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code</p>	<ul style="list-style-type: none"> Practice the art of active listening and paraphrase effectively in order to understand the customers, superiors and colleagues Exhibit sensitivity to: language, gender, cultural and social differences in addressing customers, superiors and colleagues Exhibit: positive attitude, correct body language, dress code, gestures and etiquette Interpret work output requirements, and receive feedback with positive attitude Practice cooperation, coordination, and collaboration to achieve shared goals Analyse and address problems by educating, eliminating or escalating 	<p>White board, Marker, Overhead projector, Laptop, Internet access, Game card</p>

	BSC/N9902	<ul style="list-style-type: none"> Value customer satisfaction and aim to gain customer loyalty 	
12	<p>Maintain Integrity and Ethics</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code BSC/N9903</p>	<ul style="list-style-type: none"> Employ fair practices and refrain from indulging in unfair trade and/or corrupt practices Manage and maintain records meticulously Protect customer's information Protect data and information related to business or commercial decisions Avoid misrepresentation or misinformation Demonstrate and practice ethics in day-to-day processes Avoid defaming products and services of competition 	White board, Marker, Overhead projector, Laptop, Internet access, Game card
13	<p>Focus on Teamwork</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code BSC/N9904</p>	<ul style="list-style-type: none"> Share relevant inputs, feedback and insights to build mutual trust Exchange, defend and rethink ideas Support team members to accomplish goals Facilitate group decision making and deal productively with conflict 	White board, Marker, Overhead projector, Laptop, Internet access, Game card
	<p>Total Duration</p> <p>Theory Duration 215:00</p> <p>Practical Duration 135:00</p>	<p>Unique Equipment Required: White board, Marker, Overhead projector, Laptop with Tally software installed, Internet access, Game Card</p>	

Grand Total Course Duration: **350 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [BFSI Sector Skill Council of India](#))

Trainer Prerequisites for Job role: “Accounts Executive” mapped to Qualification Pack: “BSC/Q8101”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “BSC/Q8101”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Graduate
4a	Domain Certification	Certified for Job Role: “Accounts Executive” mapped to QP: “BSCQ/8101”. Minimum accepted score as per SSC guideline is 70%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score as per SSC guideline is 80%.
5	Experience	<ul style="list-style-type: none"> • Minimum 3 years’ experience as a trainer in the BFSI domain • Minimum 2 years’ experience as a trainer of Accounts Executive subjects Experience in Accounts Executive services a plus

Annexure: Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Accounts Executive

Qualification Pack: BSC/Q8101

Sector Skill Council: BFSI

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by SSC.
3. Assessment will be conducted for all compulsory NOS, as well as the selected elective/option NOS/ set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/ training center (as per assessment criteria below)
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualifications Pack.

Assessable Outcome	Assessment Criteria	Total Mark	Out Of	Marks Allocation	
				Theor y	Skills Practical
1. BSC/N8101 Prepare tax compliance related documents	<ul style="list-style-type: none"> Prepare all the documents related to tax 	100	100	50	50
	Total		100	50	50
2.BSC/N8102 Prepare and perform payroll function	<ul style="list-style-type: none"> Prepare salary pay outs Calculate bonus 	40	40	20	20
	Total		40	20	20
3. BSC/N8103 Prepare receipt and payment voucher	<ul style="list-style-type: none"> Prepare and enter payment and receipt vouchers in Tally system 	40	40	20	20
	Total		40	20	20
4. BSC/N8104 Understand and book credit purchases and sales	<ul style="list-style-type: none"> Understand the purchase journal and sales journal Identify and understand the transaction prompting documents, relevance of master documents and its contents 	20	20	10	10
	Total		20	10	10
5. BSC/N8105 Prepare financial statements	<ul style="list-style-type: none"> Understand the concept of various financial statement Generate statements in Tally 	80	80	40	40
	Total		80	40	40
6. BSC/N9902 communicate effectively and achieve customer satisfaction	<ul style="list-style-type: none"> Communicate with BFSI customers ,superior and colleagues Maintain service orientation 	10	10	0	10
	Total		10	0	10
7. BSC/N9903 maintain integrity and ethics	<ul style="list-style-type: none"> Understand the concept of various financial statement Generate statements in Tally 	100	100	50	50
	Total		100	50	50
8. BSC/N9902 communicate effectively and achieve customer satisfaction	<ul style="list-style-type: none"> Maintain integrity of transactions and ensure data security 	10	10	10	0
	Total		10	10	0
10. BSC/N9904 focus on teamwork	Develop healthy team climate	0	0	0	0
	Total		0	0	0
	Grand Total	300	300	150	150
	Percentage Weightage:			50%	50%
	Minimum Pass% to qualify (aggregate):			70%	