Certificate III in Accounts Administration | FNS30315

Ready to start your career in the Accounting & Bookkeeping Industry?

Our Certificate III in Accounts Administration course is for people who want to perform duties as an accounts clerk.

In this course you will learn about industry entry-level activities such as:

- Accounts payable/accounts receivable,
- Payroll,
- Cashier functions,
- Preparation of trial balance,
- Bookkeeping, EFT/e-business,
- Purchases and sales,
- Manual and computerised systems, and
- Preparation of basic financial reports.

This course will assist you in gaining the skills necessary to maintain the basic accounts of a business such as Accounts Receivable/Payable and Computer Based Bookkeeping.

Duration: Friday 4 March 2016
1 day per week 9-3pm for 20 weeks (excluding school holidays)

Venue: Kiama Community College, 7 Railway Parade, Kiama

Fee: *This training is subsidised by the NSW Government for eligible students. Student fee will vary between $0 and $1,310 for eligible students. (Full Fee $4920)
Call the College for assistance in determining your eligibility and course fee.
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Detailed Course Information

Suitable For
This qualification reflects the job roles of employees with functions that could include:
- Filing, checking and processing financial data entry and processing accounts payable/accounts receivable
- Providing customer service in financial transactions
- Assisting in processing payroll
- Front line cashiering and bank account maintenance
- Assisting with entering transaction data to ledgers and maintaining a general ledger
- Processing purchases and sales including EFT/e-business
- Producing GST reports.

Pathways to Higher Level Qualifications
Students who successfully complete this course will be issued with a Nationally Accredited Qualification – Certificate III in Accounts Administration [FNS30315].

This qualification will give you credit for the units listed below if you wish to undertake a higher level qualification in the Accounting & Finance industry in the future such as Certificate IV – Accounting [FNS40615], which would support career progression in this field. The primary employment pathway from this qualification is entry level positions in a broad range of industry sectors in accounts administration and bookkeeping roles.

Core Units
- BSBITU306 Design and produce business documents
- BSBWHS201 Contribute to health and safety of self and others
- BSBWRT301 Write simple documents
- FNSACC301 Process financial transactions and extract interim reports
- FNSACC302 Administer subsidiary accounts and ledgers
- FNSACC303 Perform financial calculations
- FNSINC301 Work effectively in the financial services industry

Elective Units
- BSBFIA401 Prepare financial reports
- BSBITU402 Develop and use complex spreadsheets
- FNSACC404 Prepare financial statements for non-reporting entities
- FNSACC406 Set up and operate a computerised accounting system