



ACCOUNTS ADMINISTRATION

CERTIFICATE III IN ACCOUNTS ADMINISTRATION FNS30317

This course will provide you with a broad understanding of accounts administration and prepare you for entry-level accounting roles such as Accounts Assistant, Accounts Payable/ Receivable Officer or Payroll Assistant. It is also suitable for people looking to manage the day to day accounts of a small family business, or administration staff seeking a valuable addition to their existing skills. Participants will gain the skills to administer subsidiary accounts and ledgers, administer payroll, use computer based accounting packages such as MYOB, produce business documents and more.

On successful completion of the course, participants will receive a Certificate III in Accounts Administration FNS30317



INFORMATION SESSION	9am Wednesday 23 October Call us to RSVP!
VENUE	Kiama Community College 6 Railway Parade, Kiama
COST	\$0-\$1,580*
COMMENCES	Wednesday 30 October
SESSIONS	9am-3pm Wednesdays until March 2020

**SUBSIDISED
COURSE***

* This training is subsidised by the NSW Government. Please call to determine your eligibility.

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Thrive anywhere.**

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