



Accounts Clerical

Certificate III in Financial Services (Accounts Clerical) FNS30304

Whether you want to find employment in the financial services industry or work for yourself from home, this course offers the practical training you need in basic accounting and computing. The course is especially designed for those who need to perform routine accounting duties such as accounts payable/receivable, payroll, bookkeeping, purchases and sales.

The Certificate III in Financial Services (Accounts Clerical) is your gateway to the financial services industry, leading to entry-level careers such as accounts payable clerk, accounts receivable clerk and payroll clerk.

Job opportunities

Accounts payable clerk, administrative assistant, bank officer, sports club secretary and treasurer.

Features

- One day per week, 3 hour session at *Bracken Ridge and Caboolture campuses*
- Flexibility – Students can join the program in any semester
- All units successfully completed gain credit towards a Diploma of Accounting
- **\$15 material fee** per unit semester for program

Semester one

Find your niche

FNSICIND301B	Work in the financial services industry
FNSICGEN301B	Communicate in the workplace
FSSICGEN304B	Apply health and safety practices in the workplace

Semester two

Know where your money is!

FNSICACC304B	Prepare and bank receipts
FNSICACC306B	Process journal entries
BSBFIA301A	Maintain financial records

Semester three

The information highway

FNSICGEN302B	Use technology in the workplace
BSBFIA402A	Prepare financial reports
FNSICIND401B	Apply principles of professional practice to work in the financial services industry

Semester four

The final countdown!

FNSICGEN305B	Maintain daily financial/business records
BSBITU202A	Create and use spreadsheets
FNSICCUS301B	Respond to customer enquiries
FNSACCT407B	Set up and operate a computerised accounting system