



FOUNDATION
TRAINING
AUSTRALIA

FNS30322

Certificate III in **ACCOUNTS
ADMINISTRATION**

BUSINESS & MANAGEMENT



www.fta.edu.au

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RTO ID:31972



FNS30322

Certificate III in ACCOUNTS ADMINISTRATION

Founded by experts in the Building and Construction industry, **Foundation Training Australia** knows what it takes to train workforce ready, industry leading trade professionals.

We seek to guide your best self and truly **Develop Your Human Potential**.

We believe in a NO BS approach to learning providing you with expert, qualified trainers, flexible study options and hands on support to set you up for success and keep you motivated.

Don't settle! Whilst you will see the rest, when you're ready, work with the best.




SUIT UP YOUR CAREER

This entry-level course will give you the practical skills to accept and process customer payments into relevant accounts software systems.

In the course you'll learn the key support functions of an accounts clerk or payroll officer. Learn to write and produce simple documents, perform financial calculations, extract interim reports and administer subsidiary accounts or ledgers. This course is a great launch pad to gain foundation skills in the Accounting field.

There are no entry requirements for this course.

BENEFITS

-  Pave your way with a nationally recognised qualification for greater career opportunities
-  Take control of your study with self-paced online delivery
-  Mentorship from highly qualified trainers

YOUR CAREER REALISED

Career Outcomes

How Exciting! Here are some potential career outcomes to consider which include:



Process Server



Accounts Clerk






Payroll Clerk



BUILD YOUR DREAM CAREER

DELIVERY OPTIONS

-  Self-Paced Online Learning
-  Recognition of Prior Learning Options
-  Traineeship Friendly

At FTA we are your industry training partner, providing you with the skills needed to truly develop your human potential

Enrol today! Call 07 3505 5989
to start your training for this
fundamental skill.

For further information regarding recognition of prior learning, funding, apprenticeships, fees and charges and our refund policy please visit www.fta.edu.au or contact us on 07 3505 5989.

Successful completion of this qualification requires you to complete all core and elective units.

This nationally recognised qualification is delivered by Foundation Training Australia (RTO ID 31972)



Completed students receive:

- Nationally Recognised Qualification
- Certificate proof of completion
- Complimentary Competency Card



Got questions
but not ready to call?
Have a read of our
knowledge base
<-- SCAN CODE



YOU'RE AT LEVEL 2!

This certificate will get you
to a level 2 career pathway

For all the levels scan the
code and see your industry
brochure!



CORE UNITS (7)

BSBTEC302	Design and produce spreadsheets
BSBXCM301	Engage in workplace communication
FNSACC314	Conduct business activities using a computerised accounting system
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC323	Perform financial calculations
FNSINC311	Work together in the financial services industry

SUGGESTED ELECTIVE UNITS (4) *For alternative electives ask your trainer

FNSACM311	Process and manage payments
BSBTEC301	Design and produce business documents
BSBHRM416	Process payroll
FNSACC421	Prepare financial reports