

FOUNDATION™
TRAINING
AUSTRALIA

FNS30322

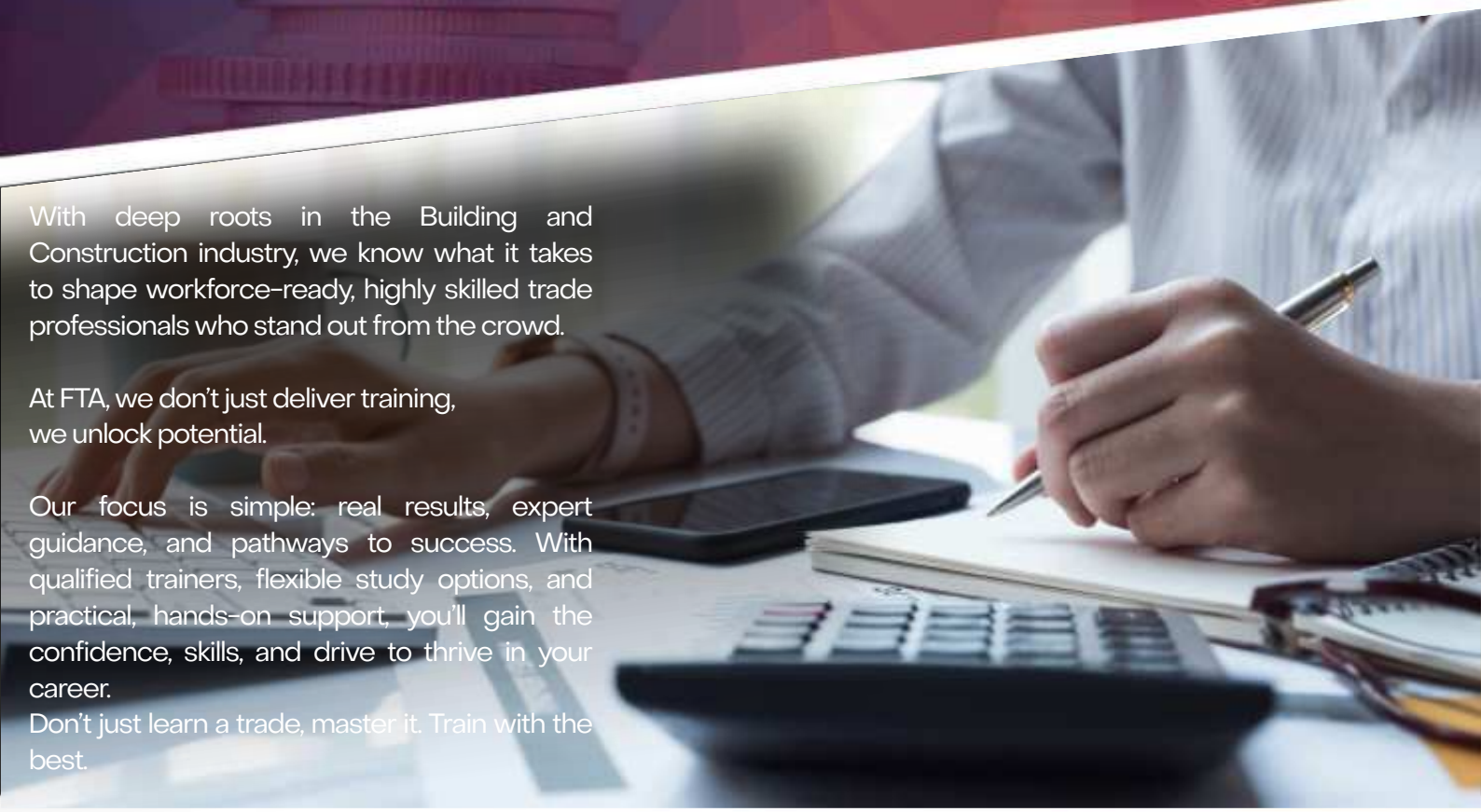
Certificate III in **ACCOUNTS ADMINISTRATION**



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Certificate III in ACCOUNTS ADMINISTRATION

FOUNDATION TRAINING AUSTRALIA
ambition inspired



With deep roots in the Building and Construction industry, we know what it takes to shape workforce-ready, highly skilled trade professionals who stand out from the crowd.

At FTA, we don't just deliver training, we unlock potential.

Our focus is simple: real results, expert guidance, and pathways to success. With qualified trainers, flexible study options, and practical, hands-on support, you'll gain the confidence, skills, and drive to thrive in your career.
Don't just learn a trade, master it. Train 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 recognised qualification for greater career opportunities.
- Achieve your goals with real world experience while you earn and train on site.
- Mentorship from highly qualified trainers

FUNDING

Foundation Training Australia provides a range of funding opportunities designed to support your learning needs and career goals. Eligible participants may be able to access partial or full funding for this course. While non-eligible participants can enrol as full-fee paying students. For more information or to confirm eligibility, please contact us info@fta.edu.au or 1300 990 064.

YOUR CAREER REALISED

Career Outcomes

How exciting! Here are some potential career outcomes to consider:

Process Server | Accounts Clerk | Payroll Clerk

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BUILD YOUR DREAM CAREER

DELIVERY OPTIONS

- Self-Paced Online Learning
- Recognition of Prior Learning Options
- Workplace-based (traineeship) available

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

Enrol Today! Call 1300 990 064
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**

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)

Australian Qualifications Framework

Completed students recieve:

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

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