Certificate III in Accounts Administration

FNS30315

A STRONG FOUNDATION IN ACCOUNTS CLERICAL SKILLS AND ACCOUNTS PAYABLE & RECEIVABLE
About This Course

The Certificate III in Accounts Administration qualification covers both sides of the accounts clerical role i.e. accounts payable and receivable. In the process, you will learn about journals and ledgers and how to manage and reconcile petty cash. You will also learn key support functions like writing letters and basic word processing skills.

Having accounts administration skills can open many new job opportunities. Accounts clerk roles are always available, and general administration roles always advertise accounts skills as highly desirable. As long as you have average numeracy skills and can find your way around a calculator you will be able to skill up in this key area. The Australian College makes accounts training easier with high quality step by step course materials and the support of a dedicated team of Student Advisers who have real accounting experience. Our Student Advisers are skilled at transferring their accounts knowledge in an easy and understandable way, making your online course experience a positive one.

Subject Choices

- Petty Cash
- Financial Accounts
- Paying Your Accounts
- Write Business Documents
- Processing Accounts Receivables
- Creating Business Documents
- Work Safely
- Working in the Financial Services Industry
- More electives available
### Key Course Facts

**Start Date:**
Start immediately

**Duration:**
Complete within 8 months

**Delivery Options:**
On-line/Correspondence

**Group Training:**
Workshops available

---

**Course Fees:** $3,300  
All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

### New Entrant Traineeship Fees for this Qualification:

<table>
<thead>
<tr>
<th>NSW</th>
<th>ACT</th>
<th>NT</th>
<th>QLD</th>
<th>SA</th>
<th>TAS</th>
<th>VIC</th>
<th>WA</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000</td>
<td>$850</td>
<td>$3,300</td>
<td>$3,300</td>
<td>$3,300</td>
<td>$3,300</td>
<td>$3,300</td>
<td>$1,170</td>
</tr>
</tbody>
</table>

### Existing Worker Traineeship Fees for this Qualification:

<table>
<thead>
<tr>
<th>NSW</th>
<th>ACT</th>
<th>NT</th>
<th>QLD</th>
<th>SA</th>
<th>TAS</th>
<th>VIC</th>
<th>WA</th>
</tr>
</thead>
<tbody>
<tr>
<td>$850</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### School Based Traineeship Fees for this Qualification:

<table>
<thead>
<tr>
<th>NSW</th>
<th>ACT</th>
<th>NT</th>
<th>QLD</th>
<th>SA</th>
<th>TAS</th>
<th>VIC</th>
<th>WA</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000</td>
<td></td>
<td>$3,300</td>
<td>$3,300</td>
<td>$3,300</td>
<td></td>
<td>$3,300</td>
<td></td>
</tr>
</tbody>
</table>

### Subsidised Training Options for this Qualification:

<table>
<thead>
<tr>
<th>NSW</th>
<th>ACT</th>
<th>NT</th>
<th>QLD</th>
<th>SA</th>
<th>TAS</th>
<th>VIC</th>
<th>WA</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,320</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,580</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* NSW fees depend on previous qualification levels

** Subject to eligibility and availability at the time of enrolment
Entry Requirements

Reading and Writing Skills
The Certificate III in Accounts Administration is an on-line correspondence course so you need to have basic English reading and writing skills, or higher. As a guide - you should have completed Year 10 schooling, or have proven workplace written communication skills.

Spoken English Skills
To ensure successful completion of this course you must have sufficient English speaking skills to be able to communicate with your Student Adviser over the phone.

Numeracy Skills
Numeracy skills are required at an average level eg completion of Year 10 maths and the ability to use a calculator.

Computer and Internet
- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

Other
- Ability to study and conduct assessments in a safe environment
Subject Descriptions

Core Subjects:

Petty Cash

Learn how to carry out key financial functions such as calculating GST, interest and depreciation. You will also get to practice finding errors, and as a result understand how to avoid them. Setting up and maintaining a petty cash system is also covered in this very practical module.

Unit(s):
FNSACC303 - Perform financial calculations

Financial Accounts

Accounts administration tasks addressed in this subject include accepting and banking cash payments, receipting cheques, processing card transactions, and applying discounts and billing adjustments. Goods and Services Tax is a key topic, as is reconciling customer account balances.

Unit(s):
FNSACM301 - Administer financial accounts
FNSACM302 - Prepare, match and process receipts

Paying Your Accounts

This subject aims to reinforce your understanding of journals and ledgers and how to apply basic accounting concepts to the accounts payable function as well as processing petty cash and bank reconciliations. You will also learn how to process payments and reconcile supplier statements.

Unit(s):
FNSACC301 - Process financial transactions and extract interim reports
FNSACC304 - Conduct business activities using a computerised accounting system
BSBFIN301 - Maintain financial records

Write Business Documents

Learn to develop a good writing style for creating standard business documents such as letters, invoices, memos and emails. You will also get tips on reviewing, proof reading and editing documents, as well as how to safely save and store them. Practical activities ensure that you have the necessary skills to organise information, communicate with work colleagues and write clearly.

Unit(s):
BSBWRT301 - Write simple documents
Processing Accounts Receivables

Understand the account administration steps involved in managing debtors (accounts receivable) from the initial sale through to updating the relevant journal and subsidiary ledgers for payments received. Learn and practice the techniques to contact outstanding debtors and manage overdue and outstanding debtors.

Unit(s):
- FNSACC302 - Administer subsidiary accounts and ledgers
- FNSCRD302 - Monitor and control accounts receivable
- BSBFI303 - Process accounts payable and receivable

Creating Business Documents

Learn the word processing skills needed to create key financial documents such as invoices, accounts receivable follow ups and client letters. You will develop style guides, apply basic formatting, learn how to manipulate text, use tables and carry out mail merges.

Unit(s):
- BSBITU306 - Design and produce business documents

Work Safely

This subject covers the skills and knowledge required to work in a healthy and safe manner. Learn to recognise hazards, the importance of safety signs and how to raise safety issues within a workplace. This is a great entry level subject to help you act and respond in a safe manner and understand how to respond to emergency incidents.

Unit(s):
- BSBWHS201 - Contribute to health and safety of self and others

Working in the Financial Services Industry

All roles in the financial services sector require skills to correctly interpret and apply industry and organisation procedures, guidelines and policies. Professional and ethical standards as well as the application of practices relating to sustainability also have a significant role to play.

Unit(s):
- FNSINC301 - Work effectively in the financial services industry

Elective Subjects:

Spreadsheets - An Introduction

In this introductory subject, learn the fundamentals of working with excel and creating formulas. Content also covers ways to design spreadsheets to improve the layout of information, as well as how to create graphs or charts. You will be amazed at the potential excel offers you to improve work processes and manage data.

Unit(s):
- BSBITU304 - Produce spreadsheets
Service Guarantees

Quality Training Provider
ACCM was one of the first private training Colleges to be given official RTO registration status. 21 years later we have helped over 2,000 employers and 25,000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards.
We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment
Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes! For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment
Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

Industry Expert Student Adviser
You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback
All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start
When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have. They will be in regular touch with you at the start of your course to offer motivation, support and guidance.
For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

Pro-active Learner Support
The support won’t stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.
Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials
Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.
The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates
For employment based enrolments all supervisors will be emailed a monthly progress report showing the status of all learners. We understand that its essential to keep you up to date.