



# Certificate III in Accounts Administration

National ID: FNS30317 | State ID:BDQ0

An excellent qualification to launch your highly successful and rewarding career

This qualification will introduce you to a **career in accounting**. You'll gain **essential accounting skills** and terminology to help you manage finances for an organisation.

It is particularly suited to anyone who has **just completed school**, is contemplating a **career change** or **re-entering the workforce**.

If you have an eye for figures, can think on your feet, and enjoy working with others, then this is an excellent qualification to launch you towards a highly successful and rewarding career.

## Gain these skills

- Recording and creating summaries of an organisation's financial transactions
- Processing journal entries
- Completing payroll and bank receipts
- Preparing, processing and maintaining financial records

## Your qualification prepares you for roles such as:

Accounts Officer | Cost Clerk | Accounts Clerk | Payroll Officer

Further Study Option(s)

Accounting Principles Skill Set

Certificate IV in Accounting and Bookkeeping

Diploma of Accounting, Advanced Diploma of Accounting

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## Course Overview



Location	Duration	Competitive	Selection criteria
Joondalup (Kendrew Crescent)	One semester	No	No selection criteria
Perth	One semester	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Bentley	One semester	No	No selection criteria
Mandurah	One semester	No	No selection criteria
Murdoch	One semester	No	No selection criteria
Rockingham	One semester	No	No selection criteria
Thornlie	One semester	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Bunbury	One semester	No	No selection criteria
Manjimup	One semester	No	No selection criteria
Narrogin	One semester	No	No selection criteria