



# 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

[Apply now](#)



## Course Overview



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