Certificate III in Accounts Administration

National ID: FNS30322 | State ID:BHU4

Do you have a knack for number crunching, or a love of figures and all things finance?

This introductory course will prepare you for a career in accounting and financial services, equipping you with a skillset that will make you employable in virtually every sector.

Be guided by our expert team of lecturers who are industry professionals as you learn the fundamentals of accounting and entry level bookkeeping. You'll be trained in general ledger administration to help you manage finances for a company, and gain essential knowledge in how to record financial transactions, maintain financial records, complete calculations and create spreadsheets. You'll also develop skills in using computerised accounting software including MYOB and XERO, as well as performing payroll procedures and producing reports.

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 assistant | Accounts clerk | Office assistant | Payroll junior | Payroll Officer

Further Study Option(s)

Certificate IV in Accounting and Bookkeeping

Diploma of Accounting

Advanced Diploma of Accounting

Apply now

Course Overview

TAFE North Metropolitan

Location	Duration	Competitive	Selection criteria
Perth	One semester	No	No selection criteria

TAFE South Metropolitan

Location	Duration	Competitive	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

TAFE South Regional

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