Certificate III in Accounts Administration

FNS30322

A STRONG FOUNDATION IN ACCOUNTS CLERICAL SKILLS AND ACCOUNTS PAYABLE & RECEIVABLE

XERO Specialty Course - The Certificate III in Accounts Administration qualification looks at the accounts clerical tasks of accepting and processing customer payments into an accounts software package and paying business bills. You will also learn key support functions like writing letters and basic word processing skills. You will be using the Xero trial version for your course.

Account Skills from Skilled Accountants

Having accounts administration skills in any office role is highly advantageous. 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. ACCM makes accounts training easier with high quality course materials and the support of a dedicated team of Student Advisers who have real accounting experience.

Subject Choices

- Perform Financial Calculations
- Practical Word Processing
- Paying Business Bills with XERO
- Issuing Customer Invoices with Xero
- Bank Reconciliation with XERO
- Mid Course Survey
- XERO - Computerised Accounting
- Accounting - Step by Step
- Practical Spreadsheets
- Working and Communicating Effectively in Accounts Roles

Key Course Facts

Start and study anytime

24/7 access to courses

Dedicated student adviser

For more details and current fees please visit our Certificate III in Accounts Administration page.