
CERTIFICATE III IN FINANCIAL SERVICES (ACCOUNTS CLERICAL) (FNS30304)

Course Overview

This course is designed to provide participants with a range of financial service skills including accounts payable/receivable, payroll, cashier, inventory, bookkeeping and financial reporting both manual and computerised. In addition, participants study a range of administrative skills in the areas of information technology, communication and occupational health and safety.

Underpinning Skills

Equivalent to Year 12 English and Mathematics

Course Length

Full-time participants: Up to a maximum of 20 weeks

Average contact hours: 24 hours per week

Study Pathways

As a graduate of this course, you are eligible to enrol in:

- Certificate IV in Financial Services
- Certificate IV in Business
- Certificate IV in Business Administration

Career Opportunities

Graduates are equipped to undertake roles in a finance department or general bookkeeping roles such as:

- ◆ Accounts Clerk
- ◆ Inventory Clerk
- ◆ Payroll Clerk
- ◆ Settlement Clerk

Course Accreditation

All units are accredited and aligned with national competency standards.

Full-time students may apply for Youth Allowance, AUSTUDY or ABSTUDY.

Course Content

The suggested Certificate III in Financial Services (Accounts Clerical) program consists of four industry core units, five sectoral core units, four elective units, plus an optional one week of work experience.

Core Units		Nominal Study Time
FNSICIND301B	Work in the financial services industry	30 hours
FNSICGEN301B	Communicate in the workplace	20 hours
FNSICGEN302B	Use technology in the workplace	50 hours
FNSICGEN304B	Apply health and safety practices in the workplace	25 hours

Sectoral Core Units		Nominal Study Time
FNSICACC304B	Prepare and bank receipts	5 hours
FNSICACC306B	Process journal entries	25 hours
FNSICGEN305B	Maintain daily financial/business records	30 hours
BSBCM308A	Maintain financial records	60 hours
BSBADM408A	Prepare financial reports	40 hours

Elective Units		Nominal Study Time
FNSICACC301B	Administer accounts payable	20 hours
FNSICACC302B	Administer financial accounts	30 hours
FNSICACC307B	Reconcile and monitor accounts receivable	30 hours
BSBADM308A	Process payroll	20 hours
	Work Experience	30 hours