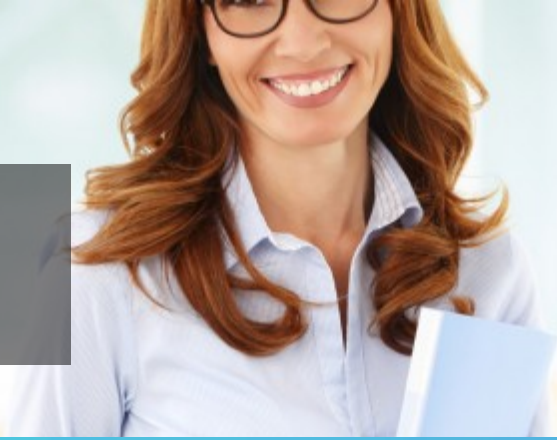


Certificate III in Accounts Administration

FNS30315



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

The Certificate III in Accounts Administration qualification covers both sides of the accounts clerical role i.e. accounts payable and receivable. In the process, you will learn about journals and ledgers and how to manage and reconcile petty cash. You will also learn key support functions like writing letters and basic word processing skills.

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

- Paying Business Bills
- Perform Calculations
- Write Business Documents
- Word Processing Skills
- Administer Customer Invoices
- Bank Reconciliation
- Computerised Accounting
- Double Entry Accounting
- Working in the Financial Services Industry
- Work Safely

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.