

# Certificate III in Financial Services (Accounts Clerical)

[FNS30304]



NSW Vocational  
Education & Training  
Accreditation Board

## Course Suitability

This course is the entry level qualification for employees starting formal studies in Accounts Clerical, and who perform routine duties as:

- Accounts Payable/Accounts Receivable
- Bookkeeping
- Processing Financial Documents
- Financial Reports



## Course & Vocational Outcomes

The course consists of 3 core modules that deliver skills and knowledge in:

- Working in the finance industry environment
- Spreadsheets for Accounting
- Working safely

There are also 4 Accounting Speciality modules and an optional Payroll module included to allow skills and knowledge development in:

- Preparing and banking receipts
- Maintaining daily financial/business records
- Administering accounts payable
- Reconciling and monitoring accounts receivable
- Processing journal entries
- Preparing financial reports
- Process payroll

## Important Note

This course teaches manual accounting – on the basis that it is important to understand the foundation skills of accounts clerical activities. This can best be achieved through manual accounting. While you will learn how to create and use spreadsheets, you will not be looking at computer based accounting systems. This can be done at Certificate IV level (as an elective) for those students who can prove a good foundation understanding of double entry bookkeeping.

## Enrolment Options

- ✓ Private enrolment
- ✓ Employer sponsored enrolment
- ✓ Traineeship enrolment\*
  - New Worker
  - Existing Worker

\* Subject to eligibility in your state. Refer to our brochure *About Traineeships*. Note: all types of enrolments are subject to meeting the entry requirements.

## Course Duration

You study at your own pace with distance delivery. You are however, required to submit work at regular intervals and to an agreed timetable of study. Normal fulltime study takes 19 weeks. Part time study takes 36 weeks, or longer for less experienced people. Most traineeships allow 24 months for completion but the course is normally timetabled over 12 months. The College has continuous intake and commences courses all year round.

## Entry Requirements

There are no formal entry requirements. Average numeracy skills and access to a computer to create and use spreadsheets are however required to successfully complete this course.

Discuss these entry requirements with the College prior to enrolment.

## Qualification & Career Pathways

Career paths include opportunities as:

- Accounts Payable/Accounts Receivable Officer
- Cashier
- Payroll Officer

This is a nationally accredited formal qualification recognised as part of the Australian Qualifications Framework. After completion of this qualification, you have a range of opportunities to continue your studies at Certificate IV level:

- ✓ Certificate IV in Financial Services
- ✓ Certificate IV in Financial Services (Accounting)
- ✓ Certificate IV in Business (Frontline Management)

## For More Information or To Enrol

Phone: 1800 686 883



**Australian College**  
of Commerce & Management

# Australian College of Commerce and Management Course Outline

## FNS30304 Certificate III in Financial Services (Accounts Clerical)

The following list details the 13 core or compulsory units of study taken in this course.

Unit of Study	Workplace Skills and Outcomes
<b>Core Module 1. Working in the Financial Services Industry</b>	
FNSICIND301A Work in the Financial Services Industry	<ul style="list-style-type: none"><li>• Industry guidelines, procedures and legislation</li><li>• Company policy, guidelines and procedures</li><li>• Quality service requirements</li></ul>
FNSICGEN302A Use technology in the workplace	<ul style="list-style-type: none"><li>• Maintain office technology</li><li>• Software applications are properly utilised</li></ul>
FNSICGEN301A Communicate in the Workplace	<ul style="list-style-type: none"><li>• Messages are received and promptly acted upon</li><li>• Effective verbal and non-verbal communication techniques are used</li><li>• Correspondence reflects industry standards</li><li>• Nature of complaint is established</li><li>• Understanding the complaints and internal disputes procedures</li></ul>
FNSICGEN303A Work with others	<ul style="list-style-type: none"><li>• Cooperate with others</li><li>• Individual work activities are regularly planned and monitored</li><li>• Problems are identified and acted upon</li><li>• Adapt to change</li></ul>
<b>Core Module 2. Ensure a Safe Workplace</b>	
FNSICGEN304A Apply health and safety practices in the workplace	<ul style="list-style-type: none"><li>• Understanding of Occupational Health and Safety</li><li>• Checking equipment before and during use</li><li>• Awareness of hazard policies and procedures</li></ul>
<b>Core Module 3. Simple Spreadsheets</b>	
BSBCMN214A Create and use simple spreadsheets	<ul style="list-style-type: none"><li>• Use safe work practices</li><li>• Create simple spreadsheets</li><li>• Produce spreadsheets</li><li>• Produce simple charts</li></ul>
<b>Accounts Receivable / Payable Accounting Specialty Module</b>	
FNSICACC304A Prepare and bank receipts	<ul style="list-style-type: none"><li>• Batch monetary items</li><li>• Prepare deposit facility</li><li>• Lodge flows</li></ul>
FNSICGEN305A Maintain daily financial / business records	<ul style="list-style-type: none"><li>• Process financial forms and applications</li><li>• Prepare and process banking documents and petty cash documents</li><li>• Process petty cash transactions</li><li>• Prepare and process invoices for payment to creditors and for debtors</li></ul>

**Australian College of Commerce and Management Course Outline**  
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**Unit of Study                      Workplace Skills and Outcomes**

**Accounts Payable and Receivable Accounting Specialist Module**

FNSICACC301A Administer accounts payable	<ul style="list-style-type: none"> <li>• Distribute creditors invoices for authorisation</li> <li>• Remit payment to creditors</li> <li>• Prepare accounts paid report</li> <li>• Reconcile balances outstanding</li> </ul>
FNSICACC307A Reconcile and monitor accounts receivable	<ul style="list-style-type: none"> <li>• Review accounts receivable process</li> <li>• Identify bad and doubtful debts</li> <li>• Review compliance with terms and conditions</li> <li>• Plan recovery action</li> <li>• Prepare reports and file documentation</li> </ul>

**Maintain Financial Records Accounting Specialist Module**

FNSICACC306A Process journal entries	<ul style="list-style-type: none"> <li>• Check and verify supporting documentation</li> <li>• Prepare journal</li> <li>• Authorise journal</li> <li>• Enter data into system</li> <li>• Check journal processing report</li> <li>• File documentation</li> </ul>
BSBCM308A Maintain financial records	<ul style="list-style-type: none"> <li>• Maintain daily financial records</li> <li>• Maintain general ledger</li> <li>• Monitor cash control</li> </ul>

**Report on Financial Activity Accounting Specialist Module**

BSBADM408A Prepare financial reports	<ul style="list-style-type: none"> <li>• Maintain asset register</li> <li>• Records general journal entries for balance day adjustments</li> <li>• Prepare final general ledger accounts</li> <li>• Prepare end-of-period financial reports</li> </ul>
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**Payroll Administration Specialist Optional Additional Module**

BSBADM308A Process Payroll	<ul style="list-style-type: none"> <li>• Record Payroll Date</li> <li>• Prepare Payroll</li> <li>• Handle Payroll Enquiries</li> <li>• Reconcile Payroll</li> </ul>
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