

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

### Who is this course for?

The course is especially designed for those who are interested in a future in Financial Services. Successful completion of this course can lead to futures careers as:

- Accountant
- Cashier
- Bookkeeper
- Banking/Finance Clerk

### CORE UNITS

FNSICIND301B	Work in the financial services industry
FNSICGEN301B	Communicate in the workplace
FNSICGEN302B	Use technology in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace
FNSICACC304B	Prepare and bank receipts

### ELECTIVE UNITS

FNSICACC302B	Administer financial accounts	FNSICACC307B	Reconcile and monitor accounts receivable
FNSICACC301B	Administer accounts payable	FNSACCT407B	Set up and operate a computerised accounting system
FNSICACC303B	Prepare, match and process receipts	BSBADM308A	Process payroll
FNSICACC305B	Process payment documentation	BSBCMN214A	Create and use simple spreadsheets

### What will you learn in this course?

The course aims to give you the knowledge and skills required to work in most areas of working business environments. The qualification requires thirteen (13) units of competency.



Employability Skills Summaries for Training Package qualifications are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>

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