



Certificate III in Accounts Administration

FNS30322 - TOMAREE

Course description:

Gain skills that are transferable across nearly every industry. Provide crucial support to your team and gain credibility. Conduct work in **Xero**, create spreadsheets, run reports and bookkeep as a successful accounts clerk.

This course also provides:

Learning Resources: All teaching resources and workbooks are provided along with Learner Support and much more.

Course outcomes include:

Gain practical experience and develop specialist skills that give you an advantage in the job market.

- Study the accounting fundamentals that are essential for any future accountant, bookkeeper or account administrator role
- Practical experience in simulated office environments and access workplace documents and scenarios
- Competence in using **Xero** accounting software and Microsoft Office applications

How to get involved:

Contact us at: maitlandmgtacc@tafensw.edu.au

- Nationally Recognised Training
- This training is subsidised by the NSW Government
- VET Student Loans available

Location

TAFENSW Tomaree CLC
Salamander Bay
Face to face and virtual delivery

Duration

Full-time – 1 semester

Study type

Full-time Day – 2 days a week
Monday 9:00am - 3:30pm
Tuesday 9:00am - 3:30pm



Start date

2 February 2026

Study commitment

Full-time – 12 hours per week
(Part time day is available)

 131 601

 tafensw.edu.au/accounting-finance

Certificate III in Accounts Administration

Units

Business Units

BSBTEC302	Design and produce spreadsheets
BSBXCM301	Engage in workplace communications
BSBTEC301	Design and produce business documents
BSBTWK201	Work effectively with others

Xero computers accounting units

FNSACC314	Conduct business activities using a computerised accounting system
FNSACM313	Process authorised payments
BSBHRM416	Process payroll

Bookkeeping units

FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC323	Perform financial calculations
FNSINC311	Work together in the financial services industry

131 601