

# Certificate III Financial Services

*FNS30304 Correspondence Based*  
*\*\* Nationally Accredited Qualification \*\**

*“For all your Financial Training Needs”*



**Beancounter**  
AUSTRALIA

## DARWIN OFFICE

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**Chamber of  
Commerce**  
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# Beancounter Australia

**MYOB**

Certified Consultant

## FNS30304 Certificate III Financial Services “Accounts Clerical”

**Duration:** **Correspondence** Course - approximately 12-18 months or 405 Hours

### Course Description:

This is a correspondence course which is suited to individuals who are self disciplined and like the option to work at their own pace in their own hours. The course is approximately 405 hours or 12-18 months depending on the individual's skill and time management. We offer full guidance and email support from our Qualified Accredited Trainers. All Workbooks, Assessments and Online Support during study are included in this course.

### Pre-Requisites:

Familiarity with basic accounting knowledge, computer skills and preferably experience working with the MYOB accounting programme. Ideally suited to the individual who wishes to formalise their current qualifications and receive National Accreditation outcomes that are recognised Australia Wide. Hours listed below are a guideline only.

\*\* If you currently have an **identical accreditation certificate with the same qualification number** please ring our office and discuss using this as an RPL. This will save you time....

### Learning Modules:

◆	FNSICIND301A	Work In Financial Industry	(30hours)
◆	FNSICGEN301A	Communicate In The Workplace	(30hours)
◆	FNSICGEN302A	Use Technology In The Workplace	(50hours)
◆	FNSICGEN304A	Apply Health & Safety Practices Workplace	(25hours)
◆	FNSICACC301A	Administer Accounts Payable	(60hours)
◆	FNSICACC307A	Reconcile & Monitor Accounts Receivable	(50hours)
◆	FNSICACC304A	Prepare & Bank Receipts	(10hours)
◆	FNSICACC306A	Process Journal Entries	(10hours)
◆	FNSICACC302A	Administer Financial Accounts	(10hours)
◆	FNSICACC303A	Prepare, Match & Process Receipts	(10hours)
◆	FNSICGEN305A	Maintain Daily Financial / Business records	(20hours)
◆	BSBCM308A	Maintain Financial Records	(60hours)
◆	BSBADM408A	Prepare Financial Reports	(40hours)

**Investment:** **\$1860** including GST

A Certificate of Attainment for FNS30304 is awarded to participants who complete all 13 modules successfully. This is an Australian Nationally Recognised Qualification.

Support and assistance with this course will be supplied by our Qualified Accredited Trainers via email and will generally be responded to within 24-48 hours.

Please contact your local office if you require more specific details about the course or simply complete the attached enrolment form to begin your studies and career path.

Darwin: Unit 5, 16 Charlton Court Woolner NT 0821 Tel: 61 8 8981 9050

Sydney: Level 2, 181-183 Forest Road Hurstville NSW 2220 Tel: 61 2 9579 3600



**STUDENT PROFILE — PLEASE COMPLETE AND POST WITH YOUR ENROLMENT FORM  
CERTIFICATE III FINANCIAL SERVICES - Correspondence Course**

Do you have any Computer Experience? YES / NO \_\_\_\_\_

Please list software you can use

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Do you have any Accounting / Bookkeeping knowledge? YES / NO \_\_\_\_\_

Please state what experience you have had (please provide as much detail as possible)

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How did you hear about Beancounter Australia?

NT News / PDC / Yellow Pages / Friend/ Chamber of Commerce NT/ Palmerston Regional Business Association/ API Lifestyle/ ICB website/Yellow Pages Online/ Other – please specify \_\_\_\_\_

Have you received any “Accreditation” Certificates from other courses completed? If so, please list including Accreditation Number and Course Name.

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Is there anything else that you would like to tell us that will assist us with your training studies?

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**OFFICE USE ONLY:**

Student Number Issued: \_\_\_\_\_ Invoice Number Issued: \_\_\_\_\_

Date Enrolment Received: \_\_\_\_\_

Enrolment Processed By: \_\_\_\_\_ Information Pack 1 sent: \_\_\_\_\_