



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

### So what exactly is a Certificate III in Financial Services?

Great question! The *Certificate III in Financial Services* is designed to provide you with the necessary skills to work in the clerical accounts or financial services field. It covers a range of skills, such as, complex spreadsheets, financial record keeping and reporting procedures. This course is designed for people who need to perform routine accounting duties such as accounts payable/receivable, payroll, bookkeeping, purchases and sales, and preparation of financial reports.

The *Certificate III in Financial Services* is a terrific course if you want to consolidate, or get recognition for your existing skills, and covers topics such as: technology, communication in the workplace, occupational health and safety, teamwork, problem solving, administration, accounts management, financial records and reporting. It will also look at how you can be more innovative in the workplace.

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### Sounds great. What jobs can I get if I have a Certificate III in Financial Services?

If you want an entry-level career in bookkeeping, accounts or the financial services industry, this course is an excellent choice. Here are some possible jobs you might be interested in:

- Cashier supervisor
- Accounts payable
- Accounts receivable
- Office manager
- Payroll clerk
- Inventory clerk
- Bookkeeper

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### What types of skills will I gain from a Certificate III in Financial Services?

This course provides you with the knowledge and skills to contribute effectively within a team environment.

• **Communication and team building:** with clients and other people in your workplace, dispute resolution, seeking and implementing feedback and assistance

• **Innovation and problem solving:** collecting and analysing data, identifying cross-selling opportunities, identifying and implementing possibilities for change

• **Planning and self-management skills:** monitoring and improving your performance and workflow, operating within professional codes and legislation, undertaking contingency planning and risk management

• **Learning:** seeking and implementing advice and feedback, reading manuals and acquiring knowledge of services and procedures

• **Technology:** using technology to assist in the management of information and assist the planning process

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### Sounds exciting. How do I actually take the course?

The Certificate III in Financial Services (Accounts Clerical) is delivered in the following formats:

**1:** Traditional classrooms, face-to-face with an EIM Training Instructor. These sessions are dynamic and fun and held at your local EIM campus.

**2:** Through assessment only pathways for students with substantiated work histories in the industry by Recognition of Prior Learning (RPL), and Recognition of Current Competencies (RCC). If you think you may be eligible for RPL or RCC, contact us to make an appointment.

## What other qualifications do I need before I enrol?

Before you enrol in the course, you must have intermediate computer skills and be able to demonstrate that you're ready for the material we will be covering in the course. If you have a *Certificate II in Financial Services* then you definitely are ready,

but even if you can show a level of competency, through work experience, job descriptions, or an appropriate finance qualification, then you're ready for the next step! Completion of Year 10 or 12 (or equivalent) is also desirable.

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## So what does the course cover exactly?

The course comprises of 13 units: 4 industry core units, 5 sectoral core units, plus 4 elective units. All units are competency based and you are assessed as you progress through each part, so you know how you are going at

each step of the way. Once you finish the last unit successfully, you will attain a *Certificate III in Financial Services*. It's that easy!

### Units you can train face-to-face at our campus include:

#### 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

FNSICGEN305B  
BSBFIA301A  
BSBFIA401A

Maintain daily financial/business records  
Maintain financial records  
Prepare financial reports

#### Elective Units

BSBFIA302A  
FNSICACC301B  
FNSICACC307B  
  
BSBITU304A

Process payroll  
Administer accounts payable  
Reconcile and monitor accounts receivable  
Produce spreadsheets.

#### Sectoral Core Units

FNSICACC304B	Prepare and bank receipts
FNSICACC306B	Process journal entries

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## What study pathways can I pursue once I've achieved a Certificate III in Financial Services?

Once you have a *Certificate III in Financial Services*, you can choose to progress on to a *Certificate IV in Financial Services* (FNS40207). You can also explore a wide range of other Certificate IV qualifications to supplement your

finance qualification. Contact EIM Training if you are interested in any other courses. We have worksheets similar to this one that explain our Certificate IV courses in more detail.

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## I want to do it. How can I pay for the course?

**Pay As You Go:** Pay a deposit and then have the rest deducted from your credit card or account each month over a 6 to 12 month period. In most cases, you will have your certificate before you have even paid for your course in full (refer to payment terms and conditions for more details).

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**For more information, contact your nearest campus : Robina 1300 765 064; Hervey Bay (07) 4124 6422**

Information correct at time of printing. Course content, prices, dates and times are subject to variation.