

## WHAT NOW?

Contact Jobtrain on 4723 1666 and leave the rest to us.



TJTC335V1/04-03-09

## ABOUT US

Jobtrain is a local registered training organisation located in Kirwan. Jobtrain has been delivering training in the Townsville region for over 20 years.

We pride ourselves in offering a professional, friendly, flexible and individualised service to all our clients.

Being a small organisation Jobtrain has the ability to offer flexibility which is impossible in a larger organisation.

## ADDITIONAL SERVICES

Jobtrain offers a range of services including

- computing
- business administration
- retail
- bookkeeping and financial training
- MYOB training
- resume writing
- career guidance
- admin services
- serviced offices
- bookkeeping

# Finance Training

FNS30304



**jobtrain**

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Web: [www.jobtrain.com.au](http://www.jobtrain.com.au)

Do you have staff with no formal qualifications?

**We can help!**

Would you like to offer face to face classroom based training with a qualified accountant to your staff at no cost to yourself?

**We can help!**

Would your business benefit from having competent and confident staff?

**We can help!**

## **CERTIFICATE III IN FINANCIAL SERVICES (ACCOUNTS CLERICAL) FNS30304**

This qualification will provide your staff member with the skills and knowledge required to work in the finance field.

Units include:

- Work in the financial services industry
- Communicate in the workplace
- Use technology in the workplace
- Apply health and safety practices
- Prepare and bank receipts
- Process journal entries
- Maintain financial / business records
- Prepare financial reports
- Administer financial accounts
- MYOB
- Process payroll
- Create and use simple spreadsheets

## **JOB ROLES**

This qualification is designed to reflect the role of entry level employees who perform routine duties such as:

- Accounts payable / receivable
- Payroll
- Cashier
- Preparation of trial balance
- Bookkeeping
- EFT / e-business
- Purchases and sales
- Manual and computerised systems
- Preparation of financial reports

## **POTENTIAL STUDENTS**

Who would benefit from this training?

- Payroll clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Accounts Assistant
- Audit Clerk
- Junior Finance Officer
- Personal Assistant
- Office All Rounder

## **ENTRY REQUIREMENTS**

There are no formal entry requirements for this qualification. Training would suit any employee currently working in the financial field or has an interest in gaining employment in this field.

## **INVESTMENT**

It may be possible for you to receive up to **\$4,000 in government incentives** to train existing or new staff members. The cost of the training is \$2,500 and includes workbooks, all training, assessment tools and ongoing support throughout the traineeship.

