The financial services sector offers a wealth of stimulating career options that include taxation, business management, banking, finance, and insurance with employment opportunities ranging from positions in small business enterprises to appointments in multi-national companies.

Being involved in this industry offers rich rewards including interesting and lucrative careers, the opportunity to meet people from different walks of life along with the responsibility of managing finances and investments entrusted to you by key clients.

The business skills that employees in this industry demonstrate have always been highly regarded and graduates are sought after by professionals in the financial services industry because they are work ready and well trained.
The scope of financial services

The Certificate III in Financial Services (Accounts Clerical) is designed to provide a variety of employment opportunities including positions as customer service officers, accounts clerks, administration officers, credit clerks and bank employees - these are just some of the possibilities for graduates with this qualification.

Upon completion of the Certificate IV in Financial Services (Accounting) you will be qualified to gain employment in a more senior position in the accounting, administration, insurance or general office environment.

The Diploma of Accounting provides you with a great start in the field of business enabling you to gain employment as an office manager/administrator, accounting technician or senior finance officer.

On completion of the Advanced Diploma of Accounting, you will have the educational requirements to apply for membership of the National Institute of Accountants and to apply for registration as a tax agent. The training provides qualified accountants for commercial, industrial, government and public accounting environments.

A career in the field of financial services is well suited to those who have an interest in interacting with clients and calls for a highly professional approach to dealing with confidential information provided by clients. Employees within the sector work in a diverse range of industries based in an office environment.

What financial services qualifications offer you

The Certificate III in Financial Services (Accounts Clerical) will provide you with the practical skills and knowledge to become a valued contributor in the modern office environment. You will learn skills that will enable you to record financial transactions, process payroll, prepare banking transactions, interact with customers and clients, use business equipment and prepare business reports using the latest technology.

Building on the knowledge gained in the Certificate III, by completing the Certificate IV in Financial Services (Accounting) you will develop more advanced skills in accounting, taxation, commercial law and business management. Typical employment tasks include client interaction, preparation of Business Activity Statements and other regulatory returns, reporting to management on a range of business performance criteria, managing budgets and having responsibility for the financial recording processes.

The Diploma of Accounting will further enhance your business and accounting knowledge. You will develop high level computer skills and become more involved in interpreting business results. You will learn how to produce and analyse financial reports, prepare tax returns, prepare company financial reports, and develop the capacity to manage small teams.

The Advanced Diploma of Accounting introduces you to the duties and responsibilities of professional accountants. You will learn how to monitor corporate governance activities, develop operational budgets, prepare complex tax returns, use complex spreadsheets, conduct internal audits as well as establish and maintain computerised accounting systems.

Entry requirements

Certificate III in Financial Services (Accounts Clerical)
- Communication skills
- Maths skills

Certificate IV in Financial Services (Accounting)
- Communication skills

Diploma of Accounting
Successful completion of a qualification listed below:
Certificate IV in Financial Services (Accounting)
Or
A relevant superseded qualification that equates to the one above

Advanced Diploma of Accounting
Successful completion of a qualification listed below:
Diploma of Accounting
Or
A relevant superseded qualification that equates to the one above

For more information of TAFEWA entrance requirements please visit www.tafe.wa.edu.au

Further study options

Successful completion of the Diploma of Accounting and/or the Advanced Diploma of Accounting can lead to advanced standing in some degree courses at university. Universities will provide full details of entry requirements and credits provided for TAFE qualifications. Professional bodies such as the Institute of Chartered Accountants and CPA Australia and the National Institute of Accountants may also be able to give advice with respect to professional development.

Personal attributes that will enhance your chances of success in this career include:
- good organisational skills
- sound grounding in mathematics
- well developed communication skills
- analytical and problem solving ability
- methodical approach to work
- attention to detail

Further information

Contact our Information and Career Advisory Officers on 1800 621 445 or (08) 9780 7070
Email: courseinfo@bunbury.training.wa.gov.au
Website: www.swrc.wa.edu.au