

Certificate in Accounts Administration & Payroll

Advance your career with a Certificate in Accounts Administration & Payroll. Gain essential skills in GST, accounting, depreciation, and payroll processing. Plus, enjoy six months of free MYOB access to master cash flow management. Enroll today!



 **COURSE DURATION:** 6 months Access | ~ 140 hours

Accounts Administration & Payroll Curriculum

1. Certificate in Accounts Administration
2. Certificate in MYOB Business Payroll
3. Certificate in Xero Payroll

What you will learn?

1. Certificate in Accounts Administration

- Accounting and Bookkeeping Fundamentals
- General Journal
- General Ledgers & the Trial Balance
- Depreciation
- Adjusting Entries
- Financial Statements
- Accounting with MYOB Business Essentials
- Accounting with Xero
- Understanding GST
- Employment Law & Introduction to Payroll
- Managing Accounts Payable, Accounts Receivable & Cash Management
- Budgeting, Forecasting, and Cashflow Management
- Using Microsoft Excel
- Introduction to Microsoft Word

2. Certificate in Xero Payroll

- Introduction to Xero Online
- Setting up Xero Payroll
- Managing Payroll Items with Xero
- New Employees & Leave Requests with Xero
- Pay Templates in Xero
- Pay Runs in Xero
- Payslips & Payroll Reporting with Xero
- Filing Obligations Using Xero
- Certificate in Xero Payroll Assessment

3. Certificate in MYOB Business Payroll

- Introduction to MYOB Business Payroll
- Setting up Employees in MYOB Business Payroll
- Pay Runs in MYOB Business Payroll
- Payday Filing Status and Payroll Reporting with MYOB Business
- Certificate in MYOB Business Payroll Assessment

Career Benefits

- Gain industry & employer-recognised certification.
- Learn the basics of Microsoft Word.
- Obtain access to the Official Xero Advisor Certification.
- Become experienced With Microsoft Excel & Microsoft Word.
- Gain fundamental Accounting & Bookkeeping skills.
- Increase proficiency with MYOB Accounting software.
- Attain an employer recognised Certificate in Accounts Administration & Payroll.

Potential Job Outcomes

- Receptionist
- Payroll Administrator
- Data Entry Clerk
- Accountant
- Administrative Coordinator
- Financial Accountant
- Personal Assistant
- Management Accountant
- Records Management Clerk
- Tax Accountant

83% of our graduates say their qualification improved their ability to get a new job or promotion.



“ The team are transparent and coordinate with you the whole way! The course is easily laid out and instructions are easy to follow. Online learning has suited me, giving me a balance of work and study life. Career Academy is my number #1 choice. Currently doing my second course with them. ”

-Mietta Mattox

We'll help you get a new job or promotion!

Boost your career with our **Career Success Bundle*** designed for job seekers, career changers, and those seeking promotions.

- **Career Coaching:** Get one-on-one support to create a plan that fits your strengths and goals.
- **LinkedIn Profile Optimisation:** Get support to make your LinkedIn profile stand out and attract jobs.
- **Interview Coaching:** Gain confidence with practice and expert tips to sharpen your interview skills.
- **CV Review:** Have your CV professionally reviewed and polished with modern templates.

**available at an additional cost.*

