Xero Accounting Software

Xero is cloud-based accounting software for small and medium-sized businesses. In this class you will learn how to use Xero to perform financial tasks, helping you build valuable skills for the workplace or your own business.

A course to develop your skills to:

- Navigate the Xero platform
- Manage invoices and payments
- Record income and expenses
- Perform bank reconciliations
- Generate basic financial reports

The Commonwealth Department of Education, Skills and Employment endorses this course which counts towards Workforce Australia mutual obligations and points targets, including for Centrelink payment recipients.

Learn Local | Skills for study work and life

NEIGHBOURHOOD CENTRE BALLARAT

We enrich our community by providing opportunities for you to connect, participate and learn in a safe and inclusive space.

This course is 8 sessions of 2.5 hours.

As a registered Learn Local, we help you return to study, become work ready, improve your skills or learn something new. We do this by providing education and training programs designed to meet your learning needs. The tuition fees for this training course are funded by the Victorian government ACFE Board. Fees associated with all classes will be advised prior to enrolment.

Find out more about our courses by scanning the QR code to visit our website.

Find us at the
Ballarat South Community Hub

11 Tuppen Drive, Sebastopol

Ballarat Neighbourhood Centre
Ph. 5329 3273
E. reception@ballaratnc.org.au
www.ballaratnc.org.au
PO Box 540W, Ballarat. 3350