



Xero

Xero offers a cloud-based accounting software platform for small and medium-sized businesses. This class is designed for learners who have no previous experience using Xero and provides skills in using Xero to gain the necessary knowledge to perform financial tasks.



A course to develop your skills in:

- An online accounting system
- Creating invoices and accepting payments
- Bank reconciliation
- Inventory management
- Payroll

Ph. 5329 3273

E. reception@ballaratnc.org.au

www.ballaratnc.org.au



Skills for study
work and life

We enrich our community by providing opportunities to connect, participate and learn

Length: 20 hours - 8 weeks

Eligibility: Visit the website for details.

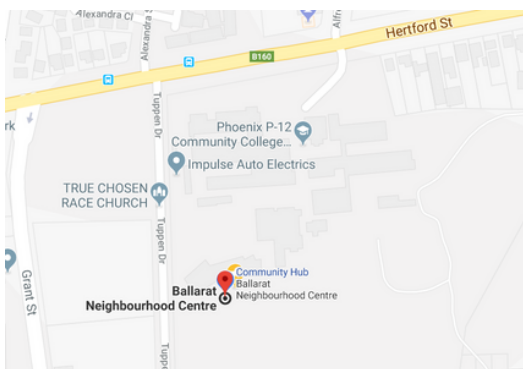
For dates, times, costs and prerequisites refer to the BNC Course Timetable.

Discover Learn Local

We provide education and training programs designed to meet your learning needs. As a registered Learn Local we help you return to study, become work ready, improve your skills or learn something new.

Find us at the Ballarat South Community Hub

11 Tuppen Drive, Sebastopol



Ballarat Neighbourhood Centre
PO Box 540W, Ballarat. 3350