

Finance Courses

At the end of each module, you will be asked to undertake an online assessment to check your understanding of the key concepts presented.

Anti-Money Laundering and Counter-Terrorism Financing

About This Module

Money laundering and terrorism financing present serious risks for Australia's financial system and the safety and wellbeing of all Australians. Our organisation acknowledges these risks and is committed to working with regulatory bodies to meet our legal obligations under the Australian Anti-Money Laundering and Counter-Terrorism Financing (AML / CTF) Regime.

This module has been designed to increase your understanding of what money laundering and counter terrorism is and your obligations and responsibilities under the AML / CTF Regime.

You should allow approximately 30 minutes to complete this module.

Finance for Non-Financial Professionals

About This Module

Financial terminology, processes and reports can be difficult to understand if you do not have a financial background. However, if you are accountable for monitoring the financial performance of your department or managing a budget, you must have a good understanding of finance.

This module has been designed to help you understand the main financial processes and reports that we use in our organisation. Specifically, it will look at the accounting process that we use and what you may need to know about or do during each stage.

You should allow approximately 20 minutes to complete this module

Managing Budgets

About This Module

As a Manager, you are responsible for managing your department's budget. This module has been designed to explain the purpose and benefits of budgets, and to ensure that you have the skills to manage budgets successfully.

You should allow approximately 20 minutes to complete this module.

Procurement Guidelines for Australian Federal Government

About This Module

Procurement is an important aspect of modern business and is crucial to the financial liquidity of any organisation.

This module has been designed to increase your awareness and applied understanding of the procurement process within Australian Federal Government agencies.

You should allow approximately 30 minutes to complete this module.

Securing Payment Card Data

About This Module

When a customer makes a payment to us using a debit or credit card, they provide us with important financial information. To ensure the security of this information, our organisation is required to comply with the Payment Card Industry - Data Security Standards (PCI-DSS).

This module has been designed to increase your awareness and understanding about how our organisation manages Cardholder Data (CHD) and meets our requirements under the PCI-DSS.

You should allow approximately 20 minutes to complete this module.