



Transform Yourself. Transform the World.

The College is built upon the idea that a powerful, pragmatic, broad education can transform hearts and minds, can solve problems in an ever-changing world, and can yield ideas and innovation across every discipline.



**ACCOUNTING
CLERK**

training

ADDRESS

Main Campus: Main Street Junction
P.O Box 1016 St. Elizabeth

Mandeville Campus: 35 Ward Avenue
Mandeville, Manchester, Jamaica

CONTACTS

Tel: (876) 625-2753 / 707-9233

www.southeastcollegeinfo.com





Our **flexible delivery** approach combines independent study and live **online Zoom sessions**.

COURSE OVERVIEW

Duration:	6 months
Fee:	\$35,000/term
Award:	NCTVET Level II Certificate
Mode of Study:	Online
Start Dates:	January, March, June & Sept

APPLY ONLINE TODAY!

www.southeastcollegeinfo.com



CAREER OPPORTUNITIES

A career as an accounting clerk offers a pathway to many high-level finance and business careers.

Our graduates find employment as

Accounts Clerk in:

- Accounting firms
- Schools
- The Hotel Industry
- Government admin offices



ACCREDITED

Our Accounting Clerk programme is accredited by the National Council on Technical & Vocational Education (NCTVET) which is recognized in 72 common wealth countries .



CAREER OVERVIEW

Accounting clerks classify, compute, and record numerical data to accurately complete financial records and conduct routine calculations to verify data figures. These professionals work with programmed computers and use accounting software to store, record, and analyze data and information.