

Finance & Admin Courses

Regimental Administrative Officer Course No: 420/004

Aim of Course	Outline of Syllabus	Remarks
To provide training for officers to fill an appointment of Regimental Administrative Officer.	<ul style="list-style-type: none"> • Manage personnel • Provide Staff support to the unit • Administer personnel • Administer a unit's Public Funds • Maintain a unit's Service Funds • Provide financial counselling to unit personnel. 	Students must have attended and passed the All Arms Basic Bookkeepers Course and Unit Imprest Operators Course prior to attendance on this course.

Rank Range	Entry Standards	Duration	Qualifications gained	Frequency
Captain to Major	IELTS level 6.5	14 weeks		3 courses per year

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