



Advance Institute of Business

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Course Outline for FNS40222 Certificate IV in Accounting and Bookkeeping

FNS40222 Certificate IV in Accounting and Bookkeeping allows you to get a head start on your finance career and combine practical bookkeeping skills and accounting concepts with this comprehensive bookkeeping course.

Get the qualifications and practical skills you need to work in a flexible industry which offers a range of employment options and opportunities for advancing your career. According to the Australian Government's Labour Market Insights report, the demand for bookkeepers and accounts clerks is expected to grow in the future.

In this course you'll learn how to prepare and lodge business and instalment activity statements, prepare financial reports, establish payroll systems, and provide advice to taxpayers in relation to activity statements. You'll graduate with current, practical bookkeeping and accounting skills that are attractive to prospective employers.

Successful completion of this course meets the Tax Practitioners Board academic requirements for registration as a BAS agent (additional experience requirements apply). You'll also be qualified to enter the finance industry as a bookkeeper, accounts clerk, or payroll officer.

This course is nationally recognised through our Registered Training Organisation partner Skills Recognition International (RTO 32373).

INDUSTRY JOBS

Bookkeeper, Payroll Officer, Accounts Clerk, Accounts Receivable and Payable Clerk, BAS Agent.

DURATION

Individuals undertaking this qualification as a self-paced learning may take 1-18 months.

DELIVERY METHOD

Online (Some tasks may require practical application and evidence)

This course is Australian accredited, and can be studied completely online from anywhere in the world.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL available (partial and full)

ENTRY REQUIREMENTS

Literacy and Numeracy (LLN) level 3

PACKAGING RULES

Total number of units = 13

10 core units, plus 3 elective units

CORE UNITS:

- BSBACC421 Prepare financial reports
- FNSACC321 Process financial transactions and extract interim reports
- FNSACC322 Administer subsidiary accounts and ledgers
- FNSACC418 Work effectively in the accounting and bookkeeping industry
- FNSACC426 Set up and operate computerised accounting systems
- FNSTPB411 Complete business activity and instalment activity statements
- FNSTPB412 Establish and maintain payroll systems
- BSBTEC302 Design and produce spreadsheets
- FNSACC412 Prepare operational budgets
- FNSACC412 Prepare financial statements for non-reporting entities

ELECTIVE UNITS:

- BSBOPS304 Deliver and monitor a service to customers
- BSBOPS404 Implement customer service strategies
- BFNSACC405 Maintain inventory records

COST

Upfront payment: A\$3,500

Payment Plan: A\$140 per week for 26 weeks (total cost A\$3,640)

