



**Training for
Knowledge
and Livelihood**

RTO Code: 45509 | CRICOS Provider Code: 03770M

FNS40222 CERTIFICATE IV IN ACCOUNTING AND BOOKKEEPING

CRICOS Course Code: 110018H | Duration: 52 Weeks (40 weeks study & 12 Weeks Break)

Course Overview

This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgment in completing routine and non-routine activities.

Career Outcomes

Students who completed this course will be able to seek employment in a range of accounting roles.

Unit of Competence

Core Units	
BSBTEC302	Design and produce spreadsheets
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC421	Prepare financial reports
FNSACC426	Set up and operate computerised accounting systems
FNSTPB411	Complete business activity and instalment activity statements
FNSTPB412	Establish and maintain payroll systems
Elective Units	
FNSACC323	Perform financial calculations
BSBTEC301	Design and produce business documents
BSBPEF501	Manage personal and professional development