

# Certificate IV in Accounting and Bookkeeping

FNS40217



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.

**Common positions that may be suited with this qualification are:**

- < **Accounts administrator**
- < **Accounts clerk**
- < **Accounts receivable and payable clerk**
- < **Bookkeeper**
- < **Payroll clerk**

**COURSE REQUIREMENTS:**

## **DOMESTIC STUDENTS**

Training and assessments are conducted in English. A pre training intake interview will be conducted and each learner will undertake a Language, Literacy and Numeracy Assessment.

There are no pre-requisites or any other training package entry requirement to enrol in this course.

## **INTERNATIONAL**

English requirements:

- must have an IELTS score of 5.5 or
- must have a TOEFL iBT score of 46 or
- must have a PTE Academic score of 42 or
- must have a Cambridge English Advanced (CAE) score of 47 or
- must have an OET score of pass

Completed year 11

## **TRAINING DELIVERY:**

classroom-based

## **DURATION:**

- Domestic: 52 weeks
- International: 52 weeks

**Domestic students:** 13 13 89

**International students:** +61 3 9450 0500



Please see over for Units of Study

# Units of Study



## Units of study

Students will need to complete 13 Units of Competency, consisting of: 8 Core and 5 Electives  
(NB: Elective units will be selected for delivery by ETEA and are subject to change to meet client and industry requirements)

CORE	
BSBFIA401	Prepare financial reports
BSBSMB412	Introduce cloud computing into business operations
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC408	Work effectively in the accounting and bookkeeping industry
FNSACC416	Set up and operate a computerised accounting system
FNSTPB401	Complete business activity and instalment activity statements
FNSTPB402	Establish and maintain payroll system
ELECTIVES	
BSBSMB402	Plan small business finances
FNSACC405	Maintain inventory records
FNSACC412	Prepare operational budgets
FNSACC414	Prepare financial statements for non reporting entities
FNSPAY502	Process superannuation payment in payroll

## RECOGNITION OF PRIOR LEARNING AND/OR CREDIT TRANSFER

You can apply to recognise your prior learning, work experience and course work towards this qualification.

Detailed information is available on the ETEA website [www.etea.edu.au](http://www.etea.edu.au)

## FURTHER INFORMATION

For further information, including student pre-engagement information, entry requirements, course duration, assessment methods, how to enrol, RPL, Credit Transfer, pathways etc. please visit our website at [www.etea.edu.au](http://www.etea.edu.au)

## GOVERNMENT FUNDING:

You may be able to access government funding if you meet the eligibility criteria.

To check if you are eligible visit [www.etea.edu.au](http://www.etea.edu.au)



**FURTHER INFORMATION**  
Visit our website or contact your  
closest office for further information.

[www.etea.edu.au](http://www.etea.edu.au)



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