



FOUNDATION  
TRAINING  
AUSTRALIA

FNS40222

Certificate IV in **Accounting  
and Bookkeeping**

BUSINESS & MANAGEMENT



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RTO ID:31972



FNS40222

# Certificate IV in ACCOUNTING AND BOOKKEEPING

Founded by experts in the Building and Construction industry, **Foundation Training Australia** knows what it takes to train workforce ready, industry leading trade professionals.

We seek to guide your best self and truly **Develop Your Human Potential**.

We believe in a NO BS approach to learning providing you with expert, qualified trainers, flexible study options and hands on support to set you up for success and keep you motivated.

Don't settle! Whilst you will see the rest, when you're ready, work with the best.




## SUPERCHARGE YOUR CAREER

You're great with numbers and you love the sometimes complex world of business finances. You're like an eagle with a focused accurate outcome desire. To support your honed abilities and love for numbers, this qualification gets you to the next level of support.

Accounting and Bookkeeping is a stimulating occupation, one that is in high demand. Quality accounting and bookkeeping skills are in high demand and this demand continues to rise which means there is enormous opportunity in the industry for you as an accounting bookkeeper.

Entry requirements for this course is that you must have access to accounting software, ask us about what you'll need.

## BENEFITS

-  Pave your way with a nationally recognised qualification for greater career opportunities
-  Take control of your study with self-paced online delivery
-  Mentorship from highly qualified trainers

YOUR CAREER REALISED

## Career Outcomes

How Exciting! Here are some potential career outcomes to consider which include:



Accounts Officer



Accounts Supervisor






Bookkeeper



## BUILD YOUR DREAM CAREER

### DELIVERY OPTIONS

-  Self-Paced Online Learning
-  Recognition of Prior Learning Options
-  Flexible Delivery

At FTA we are your industry training partner, providing you with the skills needed to truly develop your human potential

**Enrol today! Call 07 3505 5989**  
to start your training for this  
fundamental skill.

For further information regarding recognition of prior learning, funding, apprenticeships, fees and charges and our refund policy please visit [www.fta.edu.au](http://www.fta.edu.au) or contact us on 07 3505 5989.

Successful completion of this qualification requires you to complete all core and elective units.

This nationally recognised qualification is delivered by Foundation Training Australia (RTO ID 31972)



### Completed students receive:

- Nationally Recognised Qualification
- Certificate proof of completion
- Complimentary Competency Card



**Got questions**  
but not ready to call?  
Have a read of our  
knowledge base  
<-- SCAN CODE



### YOU'RE AT LEVEL 3!

This certificate will get you  
to a level 3 career pathway

For all the levels scan the  
code and see your industry  
brochure!



### CORE UNITS (10)

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
FNSSTPB412	Establish and maintain payroll systems

### SUGGESTED ELECTIVE UNITS (3) \*For alternative electives ask your trainer

BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
FNSACC405	Maintain inventory records