

FOUNDATION™
TRAINING
AUSTRALIA

FNS40222

Certificate IV in **Accounting and Bookkeeping**



FNS40222

Certificate IV in ACCOUNTING AND BOOKKEEPING

FOUNDATION TRAINING AUSTRALIA
ambition inspired

With deep roots in the Building and Construction industry, we know what it takes to shape workforce-ready, highly skilled trade professionals who stand out from the crowd.

At FTA, we don't just deliver training, we unlock potential.

Our focus is simple: real results, expert guidance, and pathways to success. With qualified trainers, flexible study options, and practical, hands-on support, you'll gain the confidence, skills, and drive to thrive in your career.
Don't just learn a trade, master it. Train with the best.

Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a BAS service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent.

Other requirements apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

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 recognised qualification for greater career opportunities.
- Achieve your goals with real world experience while you earn and train on site.
- Mentorship from highly qualified trainers

FUNDING

Foundation Training Australia provides a range of funding opportunities designed to support your learning needs and career goals. Eligible participants may be able to access partial or full funding for this course. While non-eligible participants can enrol as full-fee paying students. For more information or to confirm eligibility, please contact us info@fta.edu.au or 1300 990 064.

YOUR CAREER REALISED

Career Outcomes

How exciting! Here are some potential career outcomes to consider:

Accounts Officer | Accounts Supervisor | Bookkeeper

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BUILD YOUR DREAM CAREER

DELIVERY OPTIONS

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

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

Enrol Today! Call 1300 990 064 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**

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)

Australian Qualifications Framework

Completed students recieve:

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

CORE UNITS (10)

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

SUGGESTED ELECTIVE UNITS (3)

*FOR ALTERNATIVE ELECTIVES ASK YOUR TRAINER

BSBTEC301 Design and produce business documents
BSBTEC402 Design and produce complex spreadsheets
FNSACC323 Perform financial calculations

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