

# FNS40222

## Certificate IV in Accounting and Bookkeeping



Career Training Institute (CTI) is offering a 2023 enrolment opportunity for students wishing to further their career opportunities by undertaking FNS40222 Certificate IV in Accounting and Bookkeeping.

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (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, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing tasks.



### ROUND THE CLOCK ACCESS

Access your course material any time and anywhere **at your convenience.**



### ONE ON ONE TRAINER SUPPORT

Personalised trainer support by phone, email and messaging to help **maximise your potential.**



### FLEXIBLE LEARNING

Online delivery so you can **self-direct your learning.**



### SET MILESTONES

Scheduled milestones and reminders to help keep you on **track to success.**

### Course structure

To graduate from this course, students are required to complete thirteen units: ten core units plus three electives. The following units in this course have been selected by CTI after investigation informed by engagement with industry.

### Units of Competency

FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC421	Prepare financial reports
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC412	Prepare operational budgets
FNSACC416	Set up and operate computerised accounting systems
FNSTPB412	Establish and maintain payroll systems
FNSTPB411	Complete business activity and instalment activity statements
FNSACC405	Maintain inventory records
BSBTEC302	Design and produce spreadsheets
FNSACC323	Perform financial calculations
FNSACC407	Produce job costing information

This qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

### Entry requirements

There are no specific entry requirements, but it is expected that students will have the ability and aptitude commensurate with completing a secondary school education.

On enrolment, students will be given access to their course on the CTI Learning Management System. Prior to course commencement students are required to complete a Language, Literacy and Numeracy test. Pending the result of this test, the student will be permitted to continue to the course. It is strongly recommended this is completed before course commencement in February.

### Duration

The course is designed to be completed over a period of 15 months.

For the 2023 enrolment intake, the student has until 30 June 2024 to complete the course, which allows some flexibility. A schedule for the completion of each unit will be established by CTI, and it is expected that students will commit to comply with this schedule.

If the course is not completed by the end of the enrolment period, the student will be required to enrol for an additional period at full new enrolment cost.

### Course Fees

The total cost of enrolment in FNS40222 Certificate IV in Accounting and Bookkeeping in 2023 is \$2,925.00

This enrolment will conclude on 30 June 2024.

Course fees are GST free.

Clients will be charged 50% (\$1,462.50) at course commencement and will be charged for the remaining 50% (\$1,462.50) after six months.

Textbooks are required and will be supplied by CTI at an additional cost of \$550.00 (incl. GST). This is a compulsory levy.

### Pathway from this qualification

CTI offers the FNS50222 Diploma of Accounting.



### HOW TO APPLY

Applications open on 1 December 2022 for a start from February 2023.

An online application is available from [www.careertraining.edu.au](http://www.careertraining.edu.au) under the [Postgraduate](#) tab.

### Find out more

T: 1300 284 111

E: [admin@careertraining.edu.au](mailto:admin@careertraining.edu.au)

W: [www.careertraining.edu.au](http://www.careertraining.edu.au)