

Certificate IV in Accounting

FNS40610



Overview

FNS40610 Certificate IV in Accounting reflects accounting job roles in financial services and other industries requiring accounting support functions.

Persons providing a BAS service for a fee or other reward (other than employees) must be registered by the Tax Practitioners Board (TPB). A Business Activity Statement (BAS) service is a tax agent service that relates to:

- ascertaining liabilities, obligations or entitlements of an entity that arises, or could arise, under a BAS provision; or
 - advising an entity about liabilities, obligations or entitlements of the entity or another entity that arise, or could arise, in their dealings with the Commissioner in relation to a BAS provision; and
 - representing an entity in their dealings with the Commissioner of Taxation; and
- is provided in circumstances where the entity can reasonably be expected to rely on the service for either or both of the following purposes:
- to satisfy liabilities or obligations that arise, or could arise, under a BAS provision;
 - to claim entitlements that arise, or could arise, under a BAS provision.

This qualification is currently cited as meeting some of the educational requirements for registration (see Packaging Rules below). Other conditions apply, including a designated period of experience.

Persons seeking BAS agent registration should check current registration requirements with the TPB as this is regularly under review. More information and contact details for the TPB are provided in the FNS10 Information Kit available from the IBSA website.

Entry Requirements

Preferred pathways for candidates entering this qualification include:

FNS30310 Certificate III in Accounts Administration

The primary pathway from this qualification is employment in accounting job roles with duties such as:

- completing Business Activity Statements (BAS) and other office taxes
- operational reporting
- producing non-complex management reports including compiling budget information
- compiling data for job costing reports
- supervising the operation of computer-based financial systems
- classifying, recording and reporting accounting information
- maintaining inventory records
- managing a small office
- ensuring relevant legal requirements are adhered to.

This qualification may be suited to an Australian Apprenticeship pathway.

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We'll provide you with a complete report detailing how you can measure the benefits received from your training investment. Plus, we'll provide a full assessment of whether your business qualifies for government assistance to get started. We look forward to hearing from you!

Unit choices include, but are not limited to:

1	BSBFIA401A	Prepare financial reports
2	BSBITU306A	Design and produce business documents
3	BSBOHS303B	Contribute to OHS hazard identification and risk assessment
4	FNSACC301A	Process financial transactions and extract interim reports
5	FNSACC403A	Make decisions in a legal context
6	FNSACC404A	Prepare financial statements for non-reporting entities
7	FNSACC406A	Set up and operate a computerised accounting system
8	FNSBKG404A	Carry out business activity and instalment activity statement tasks
9	FNSINC401A	Apply principles of professional practice in the financial services industry
10	FNSBKG401A	Develop and implement policies relevant to bookkeeping activities
11	FNSBKG402A	Establish and maintain a cash accounting system
12	FNSBKG403A	Establish & maintain an accrual accounting system
13	FNSBKG405A	Establish & maintain a payroll system
14	BSBITU402A	Develop and use complex spreadsheets
15	BSBWRT301A	Write simple documents