



Australian Government

Department of Education, Employment and Workplace Relations

FNS40611 Certificate IV in Accounting

Release: 1

FNS40611 Certificate IV in Accounting

Modification History

Release	Comments
Release 1	<p>This Qualification first released with <i>FNS10 Financial Services Training Package version 2.0</i>.</p> <p>Replaced BSBOHS303B Contribute to OHS hazard identification and risk assessment with BSBOHS201A Participate in OHS processes. This is considered a more appropriate unit for this qualification.</p> <p>Replace BSBPMG403A Apply cost management techniques with FNSACC407A Produce job costing information. This is considered a more appropriate unit for this qualification.</p> <p>Replaces FNS40610 Certificate IV in Accounting.</p>

Description

This qualification reflects accounting job roles in financial services and other industries requiring accounting support functions.

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

Persons providing a BAS service for a fee or other reward (other than employees) must be registered by the Tax Practitioners Board (TPB). Persons seeking BAS agent registration should check current registration requirements with the TPB as this is regularly under review.

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;
 - to claim entitlements that arise, or could arise, under a BAS provision.
- where it is reasonable to expect an entity 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.

More information and contact details for the TPB are provided in the FNS10 Information Kit available from the IBSA website.

Pathways Information

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.

A further learning pathway utilising qualifications such as Diploma of Accounting would support career progression.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> • compiling data and preparing financial statements and ad hoc reports • developing and writing reports to specifications • discussing and negotiating with stakeholders when preparing budgets • liaising, listening and consulting • preparing and presenting routine correspondence in appropriate electronic format • using effective telephone techniques and having the ability to negotiate resolutions with clients and colleagues
Teamwork	<ul style="list-style-type: none"> • contributing with others to implement policies and procedures • referring matters to nominated person as required • working with others to gather information and to develop budgets
Problem solving	<ul style="list-style-type: none"> • applying estimating, forecasting and analysis skills • checking the accuracy of calculations • determining security protocols • identifying OHS hazards and risk control • solving discrepancies
Initiative and enterprise	<ul style="list-style-type: none"> • applying learning about ergonomic activities to develop improved processes • applying referral skills • designing reports to effectively present workplace information • referring non-routine problems to a nominated person
Planning and organising	<ul style="list-style-type: none"> • establishing and maintaining an accounting system • maintaining accounting records for compliance purposes • maintaining systems, records and reporting procedures • processing accounting data and preparing reports • researching and managing data collection and testing
Self-management	<ul style="list-style-type: none"> • adapting to change in technology and work practices • identifying and acting upon professional development opportunities • understanding and acting upon compliance matters • working ethically and complying with industry professional

	<p>code of practice and legislative requirements</p> <ul style="list-style-type: none">• working within own defined work role
Learning	<ul style="list-style-type: none">• developing and maintaining personal competence• maintaining knowledge of relevant legislation and industry codes of practice• using online help for self-learning purposes
Technology	<ul style="list-style-type: none">• adapting to change in technology and working within ergonomic guidelines• using technology to assist the management of information and to establish and operate systems• using word processing, spreadsheet and database skills to produce workplace documents and reports

Packaging Rules

13 units must be achieved:

9 core units

plus 4 elective units

1 elective unit must be selected from the elective units listed below.

The remaining **3 elective units** may be selected from the elective units listed below, any endorsed Training Package or accredited course. Elective units may be selected from a Certificate III, Certificate IV or Diploma qualification.

The **elective unit** FNSBKG405A Establish and maintain a payroll system* must be selected if seeking BAS agent registration.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core units of competency:

FNSACC301A Process financial transactions and extract interim reports

FNSACC403A Make decisions in a legal context

FNSACC404A Prepare financial statements for non-reporting entities

FNSACC406A Set up and operate a computerised accounting system

FNSBKG404A Carry out business activity and instalment activity statement tasks

FNSINC401A Apply principles of professional practice to work in the financial services industry

BSBFIA401A Prepare financial reports

BSBITU306A Design and produce business documents

BSBOHS201A Participate in OHS processes

Elective units of competency:

FNSACC302A Administer subsidiary accounts and ledgers

FNSACC303A Perform financial calculations

FNSACC401A Process business tax requirements

FNSACC402A Prepare operational budgets

FNSACC405A Maintain inventory records

FNSACC407A Produce job costing information

FNSACM401A Evaluate and authorise payment requests

FNSBKG405A Establish and maintain a payroll system *

FNSORG505A Prepare financial reports to meet statutory requirements

FNSORG506A Prepare financial forecasts and projections

BSBITU402A Develop and use complex spreadsheets

BSBWRT301A Write simple documents