



Australian Government

Department of Education, Employment and Workplace Relations

FNS40611 Certificate IV in Accounting

Release: 2

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Modification History

Release	Comments
Release 2	<p>This version released with <i>FNS10 Financial Services Training Package version 3.0</i>.</p> <p>Unit FNSACC403B replaced in the core, changes to reflect content in line with Tax Practitioners Board requirements. Qualification outcomes remain unchanged.</p>
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.

NOTE: Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. You should refer to the IBSA website (www.ibsa.org.au) under Training Packages/Industry) or the relevant regulator for specific guidance on requirements.

Pathways Information

Pathways into the qualification

- Certificate III in Accounts Administration

Pathways from the qualification

The primary pathway from this qualification is employment in accounting job roles. A further learning pathway utilising qualifications such as Diploma of Accounting would support career progression.

Licensing/Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

There are no entry requirements for this qualification.

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 • reading and evaluating complex and formal documents, such as legislation and regulation documents • processing material and critically analysing and integrating information from a wide range of sources • 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 code of practice and legislative requirements• 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

Total number of units = 13

9 core units *plus*

4 elective units

The elective units consist of:

- 1 from the elective units listed below

of the remaining 3 units:

- up to 3 may be from the elective units listed below
- up to 3 may be from Certificate III, IV or Diploma qualification in any currently endorsed Training Package or accredited course.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core Units

FNSACC301A Process financial transactions and extract interim reports

FNSACC403B 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

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