FNS40217 Certificate IV in Accounting and Bookkeeping

Release 1
FNS40217 Certificate IV in Accounting and Bookkeeping

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1</td>
<td>This version first released with FNS Financial Services Training Package Version 3.0.</td>
</tr>
</tbody>
</table>

Qualification Description

This qualification reflects the job roles of workers in the accounting industry, including 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, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities.

Licensing/Regulatory Information

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements.

Persons providing a business activity statement (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. Other conditions 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.

Entry Requirements

Nil.

Packaging Rules

Total number of units of competency = 13

8 core units plus 5 elective units
The elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, and contribute to a valid industry-supported vocational outcome, and are to be chosen as follows:

- all 5 units may be chosen from the elective units listed below
- up to 2 units may be from a Certificate III, Certificate IV or Diploma in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification.

**Core Units**
- BSBFIA401 Prepare financial reports
- BSBSMB412 Introduce cloud computing into business operations
- FNSACC311 Process financial transactions and extract interim reports
- FNSACC312 Administer subsidiary accounts and ledgers
- FNSACC408 Work effectively in the accounting and bookkeeping industry
- FNSACC416 Set up and operate a computerised accounting system
- FNSTPB401 Complete business activity and instalment activity statements
- FNSTPB402 Establish and maintain payroll systems

**Elective Units**
- BSBCUS301 Deliver and monitor a service to customers
- BSBCUS403 Implement customer service standards
- BSBITU306 Design and produce business documents
- BSBITU402 Develop and use complex spreadsheets
- BSBSMB401 Establish legal and risk management requirements of small business
- BSBSMB402 Plan small business finances
- BSBSMB405 Monitor and manage small business operations
- BSBWOR501 Manage personal work priorities and professional development
- BSBWRT301 Write simple documents
- FNSACC313 Perform financial calculations
- FNSACC405 Maintain inventory records
- FNSACC407 Produce job costing information
- FNSACC411 Process business tax requirements
- FNSACC412 Prepare operational budgets
- FNSACC413 Make decisions in a legal context
- FNSACC414 Prepare financial statements for non-reporting entities
FNSACM401 Evaluate and authorise payment requests
FNSORG505 Prepare financial reports to meet statutory requirements
FNSORG506 Prepare financial forecasts and projections
FNSPAY501 Process salary packaging arrangements and additional allowances in payroll
FNSPAY502 Process superannuation payments in payroll
FNSPAY503 Process complex employee terminations in payroll
FNSPAY504 Interpret and apply knowledge of industrial regulations relevant to payroll
FNSPAY505 Interpret and apply knowledge of taxation systems relevant to payroll

¹ Unit required for the FNSSS00004 BAS Agent Registration Skill Set.

### Qualification Mapping Information

<table>
<thead>
<tr>
<th>Code and title current version</th>
<th>Code and title previous version</th>
<th>Comments</th>
<th>Equivalence status</th>
</tr>
</thead>
</table>

### Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe