



Australian Government

FNS40211 Certificate IV in Bookkeeping

Release 3

FNS40211 Certificate IV in Bookkeeping

Modification History

Release	Comments
Release 3	<p>This version first released with <i>FNS10 Financial Services Training Package Version 5.0</i>.</p> <p>Update imported units: <i>BSBCUS301A</i> to <i>BSBCUS301B</i>; <i>BSBCUS403A</i> to <i>BSBCUS403B</i>; <i>BSBSMB405A</i> to <i>BSBSMB405B</i>; <i>BSBWOR501A</i> to <i>BSBWOR501B</i>.</p> <p>Qualification outcomes remain unchanged.</p>
Release 2	<p>This version first released with <i>FNS10 Financial Services Training Package version 3.0</i>.</p> <p>Minor editing changes. Removal of reference to <i>Information Kit</i>.</p>
Release 1	<p>This qualification first released with <i>FNS10 Financial Services Training Package version 2.0</i>.</p> <p>Replaced <i>BSBOHS303B Contribute to OHS hazard identification and risk assessment</i> with <i>BSBOHS201A Participate in OHS processes</i>. This is considered a more appropriate unit for this qualification.</p> <p>Replaces <i>FNS40210 Certificate IV in Bookkeeping</i>.</p>

Description

This qualification is designed to reflect the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries.

A Business Activity Statement (BAS) service is a tax agent service that includes, but is not limited to, the following:

- preparing or lodging an approved form about a taxpayer's liabilities, obligations or entitlements under a BAS provision;
- giving a taxpayer advice about a BAS provision that the taxpayer can reasonably be expected to rely upon to satisfy their taxation obligations; or
- dealing with the Commissioner on behalf of a taxpayer in relation to a BAS provision.

Persons providing a BAS service must be registered by the Tax Practitioner's Board and this qualification is currently cited as meeting the educational requirements for registration. Other conditions apply including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the Board as this is regularly reviewed.

Pathways Information

Pathways into the qualification

- Certificate III in Accounts Administration

Pathways from the qualification

The primary pathway from this qualification is employment in a bookkeeping job role with functions that include:

- establishing and maintaining manual and computerised accounting systems
- completing Business Activity Statements (BAS) and other office financial statements
- developing bookkeeping management systems for organisations
- general administration.

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

Licensing/Regulatory Information

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) or the relevant regulator for specific guidance on requirements.

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"> • creating manuals and flowcharts • developing and writing reports to specifications • establishing and maintaining networks • preparing and presenting information in appropriate electronic format • questioning, listening and clarifying client's requirements • reading and interpreting workplace information • using interpersonal skills (e.g. liaising, listening and consulting) • using effective telephone techniques and having the ability to negotiate solutions with clients and colleagues
Teamwork	<ul style="list-style-type: none"> • applying knowledge of own role as a team member to meet workplace outcomes • working with management to determine organisational reporting requirements • working with others such as clients and external experts
Problem solving	<ul style="list-style-type: none"> • applying estimating, forecasting and analysis skills • analysing and verifying source documents • checking and coding data, reconciling accounts, verifying and correcting discrepancies • determining security protocols • identifying OHS hazards and applying risk control • performing calculations
Initiative and enterprise	<ul style="list-style-type: none"> • analysing organisation's business opportunities to determine cash or accrual accounting system and payment options in consultation with management • investigating accounting discrepancies • referring non-routine problems to a nominated person
Planning and organising	<ul style="list-style-type: none"> • ensuring the integrity of systems, records and reporting procedures are maintained • maintaining accounting records for compliance purposes • preparing, processing and maintaining financial records including payroll • processing routine documents and maintaining files, managing information and scheduling and coordinating

	<p>competing tasks</p> <ul style="list-style-type: none"> • recording, gathering and classifying information • setting up, maintaining and reviewing systems
Self-management	<ul style="list-style-type: none"> • applying time management strategies to own work schedule • managing own time and priorities and dealing with contingencies • taking responsibility as required by work role and ensuring all organisational policies and procedures are followed • working ethically and complying with industry professional code of practice and legislative requirements
Learning	<ul style="list-style-type: none"> • adapting to change in technology and/or work practices • following workplace safety procedures • identifying opportunities for own professional development • maintaining currency of knowledge of legislation and industry requirements • seeking information, advice or services that fall outside scope of operation • using online help for self-learning purposes
Technology	<ul style="list-style-type: none"> • applying data entry and keyboard skills • operating computers, using word processing, spreadsheet and database skills to produce workplace documentation • using accounting specific software packages • using business technology to access, enter and monitor information

Packaging Rules

13 units must be achieved:

9 core units
plus 4 elective units

The **4 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 IV or Diploma qualification; **2 elective units** may be selected from a Certificate III qualification.

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

Core units of competency:

- FNSBKG401A Develop and implement policies and procedures relevant to bookkeeping activities
- FNSBKG402A Establish and maintain a cash accounting system
- FNSBKG403A Establish and maintain an accrual accounting system
- FNSBKG404A Carry out business activity and instalment activity statement tasks
- FNSBKG405A Establish and maintain a payroll system
- 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
- FNSACC404A Prepare financial statements for non-reporting entities
- FNSACC405A Maintain inventory records
- FNSACC406A Set up and operate a computerised accounting system
- BSBCUS301B Deliver and monitor a service to customers
- BSBCUS403B Implement customer service standards
- BSBFRA301B Work within a franchise
- BSBFRA403B Manage relationship with franchisor
- BSBITU402A Develop and use complex spreadsheets
- BSBSMB405B Monitor and manage small business operations
- BSBWOR501B Manage personal work priorities and professional development
- BSBWRT301A Write simple documents

NOTE The workplace context for this qualification should guide the selection of elective units. Examples of appropriate units in the elective bank that may suit particular work contexts include:

(Contract Bookkeeper)

- BSBCUS301B Deliver and monitor a service to customers
- BSBCUS403B Implement customer service standards

(Small Bookkeeping Business Owner)

- BSBSMB405B Monitor and manage small business operations
- BSBWOR501B Manage personal work priorities and professional development

(Permanent Paid Bookkeeper - working for an enterprise)

- BSBCUS403B Implement customer service standards
- BSBWOR501B Manage personal work priorities and professional development

(Franchise Bookkeeper)

- BSBFRA301B Work within a franchise
- BSBFRA403B Manage relationship with franchisor