



**Australian Government**

# **FNS40222 Certificate IV in Accounting and Bookkeeping**

**Release 2**

## FNS40222 Certificate IV in Accounting and Bookkeeping

### Modification History

Release	Comments
Release 2	This version first released with the FNS Financial Services Training Package Version 8.1. Unit FNSACC426 Set up and operate computerised accounting systems removed from the elective bank of units.
Release 1	This version first released with the FNS Financial Services Training Package Version 8.0. Supersedes and is equivalent to FNS40217 Certificate IV in Accounting and Bookkeeping.

### Qualification Description

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (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, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end. Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

#### Licensing, legislative, regulatory or certification considerations

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the relevant regulator for specific guidance on requirements.

Persons providing a 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 as a BAS agent. Other requirements 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 = 13**

**10 core units** plus

**3 elective units**, of which:

- at least 2 must be from the elective units listed below
- up to 1 may be from this qualification or any currently endorsed Certificate III or above training package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the overall integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid industry-supported vocational outcome.

### Core units

BSBTEC302 Design and produce spreadsheets  
FNSACC321 Process financial transactions and extract interim reports  
FNSACC322 Administer subsidiary accounts and ledgers  
FNSACC412 Prepare operational budgets  
FNSACC414 Prepare financial statements for non-reporting entities  
FNSACC418 Work effectively in the accounting and bookkeeping industry  
FNSACC421 Prepare financial reports  
FNSACC426 Set up and operate computerised accounting systems  
FNSTPB411 Complete business activity and instalment activity statements  
FNSTPB412 Establish and maintain payroll systems

### Elective units

BSBESB402 Establish legal and risk management requirements of new business ventures  
BSBESB403 Plan finances for new business ventures  
BSBESB406 Establish operational strategies and procedures for new business ventures  
BSBOPS304 Deliver and monitor a service to customers  
BSBOPS404 Implement customer service strategies  
BSBPEF501 Manage personal and professional development  
BSBTEC301 Design and produce business documents  
BSBTEC402 Design and produce complex spreadsheets  
BSBTEC404 Use digital technologies to collaborate in a work environment  
BSBWRT311 Write simple documents  
FNSACC323 Perform financial calculations  
FNSACC405 Maintain inventory records  
FNSACC407 Produce job costing information  
FNSACC411 Process business tax requirements  
FNSACC413 Make decisions in a legal context

FNSACM411 Authorise valid expense payments

FNSORG506 Prepare financial forecasts and projections

FNSORG515 Prepare financial reports to meet statutory requirements

FNSPAY511 Process salary packaging arrangements and additional allowances in payroll

FNSPAY512 Process superannuation payments in payroll

FNSPAY513 Process complex employee terminations in payroll

FNSPAY514 Interpret and apply knowledge of industrial regulations relevant to payroll

FNSPAY515 Interpret and apply knowledge of taxation systems relevant to payroll

## **Qualification Mapping Information**

Supersedes and is equivalent to FNS40217 Certificate IV in Accounting and Bookkeeping.

## **Links**

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c7200cc8-0566-4f04-b76f-e89fd6f102fe>