



# Certificate IV in Financial Services (Bookkeeping)

**FNS40207**

## Course Description

The Certificate IV in Financial Services (Bookkeeping) is designed to reflect the role of contract bookkeepers and employees performing in the role of bookkeeper for organisations and who perform duties such as: establishing and maintaining accounting systems; assisting with Business Activity Statements and other office taxes; payroll; developing management systems for organisations.

### *Developed by Accountants and Industry Professionals*

Our course has been designed and written by current industry professionals and accountants who understand the learning experience required to succeed in the market.

## Career Outcomes

The course prepares you for work such as:

- employed bookkeeper
- professional contract bookkeeper, either working under the direction of a Tax Agent/Public Accountant, for a bookkeeping business, or franchise
- running your own bookkeeping business.

## Pre-requisites

It is preferred that individuals considering this qualification have achieved the Certificate III in Financial Services or other relevant qualification/s, OR have some vocational experience assisting in a range of support roles without a formal business qualification.

## Computer Requirements

Throughout the program you will need to have access to a PC or laptop with the following requirements:

- Microsoft Windows (98, Me, 2000, 2003, XP or Vista )
- Microsoft Word 97 or later
- Adobe Acrobat Reader\*
- Access to Internet and Email
- CD-Rom Drive

\* Can be downloaded free of charge from [www.adobe.com](http://www.adobe.com)

## Delivery Methods

ACTE endeavours to accommodate a variety of client needs by providing a comprehensive list of delivery methods. The following delivery methods are available for this qualification:

- **Distance Learning** (All workbooks sent to client)
- **Workplace** (Trainer delivers on site with client)
- **Assessment Only Pathway** (RPL/RCC)

For further information, please contact one of our course advisors on **1800 22 99 33**.

## Course Duration

Depending on your choice of delivery method you may have up to 12 months to complete this qualification.

Distance	Workplace	Assessment Only
12 months to complete with tutor support	12 months to complete	6 months to complete with RPL Advisor for support

## Resources Included

All of the learning materials and text books required to complete this course will be provided.

## Course Units

There are 13 units of competency requiring successful completion to gain this qualification. 4 are core units, 7 are sectoral and 2 are elective. In selecting your 2 elective units you should pick one of the three elective streams below.

### Industry Core Units

Unit Code	Unit Title
FNSICIND301B	Work in the financial services industry
FNSICGEN301B	Communicate in the workplace
FNSICGEN302B	Use technology in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace

### **Sectoral Core Units**

<b>Unit Code</b>	<b>Unit Title</b>
FNSBKPG401A	Develop & implement policies & practices relevant to Bookkeeping Activities
FNSBKPG402A	Establish & Maintain a Cash Accounting System
FNSBKPG403A	Establish & Maintain an Accrual Accounting System
FNSBKPG404A	Carry out BAS & IAS statement tasks
FNSBKPG405A	Establish & Maintain a Payroll System
FNSACCT405B	Prepare Financial Statements
FNSACCT406B	Maintain Asset & Inventory records

### **Elective Units (Small Business Owner)**

<b>Unit Code</b>	<b>Unit Title</b>
FNSICORG501B	Manage Own Professional Development
FNSPRAC501B	Manage & maintain Small/Medium Business Operation

### **Elective Units (Contract Bookkeeper)**

<b>Unit Code</b>	<b>Unit Title</b>
FNSICCU401B	Deliver a Professional Service to Customers
FNSICCU402B	Maintain Customer Relationship

### **Elective Units (Permanent Paid Bookkeeper)**

<b>Unit Code</b>	<b>Unit Title</b>
FNSICORG501B	Manage own Professional Development
FNSICCUS402B	Maintain Customer Relationship

## **Pathways**

Individuals who successfully complete the ACTE Certificate IV in Financial Services (Bookkeeping) may undertake the Diploma of Financial Services, a qualification designed to reflect the role of employees working in financial services that perform duties such as: managing customer/client service, managing financial and business process,

managing a branch/section and managing advisory/distribution services. Job roles may be Accountant, Financial Investment Adviser and those in Banking, Finance and Related Fields

For more details contact one of our course advisors on **1800 22 99 33**.

## **Assessment Information**

Assessment is ongoing throughout the learning process to both gather data on attainment of competencies, and to provide learners with feedback on how they are progressing. For more details contact one of our course advisors on **1800 22 99 33**.

## **Enrolment Form**

To enrol in this qualification or to find out further information, contact one of our course advisors on **1800 22 99 33**.