



## FNS40210 Certificate IV in Bookkeeping

### So what exactly is a Certificate IV in Bookkeeping?

Great question! The *Certificate IV in Bookkeeping* is designed to provide you with the necessary skills to become an employed or contracted bookkeeper. It is also the perfect course if you plan to maintain your own business financial records. This course is designed for people who need to perform essential bookkeeping duties such as MYOB computerised accounting, financial statements, and payroll procedures. This qualification will also enable you to register as a Business Activity Statement (BAS) agent. 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.

The *Certificate IV in Bookkeeping* is a terrific course if you want to enhance your existing bookkeeping skills and knowledge. In addition to bookkeeping the course covers topics such as: occupational health and safety, problem solving, administration, accounts management, financial records and reporting, designing business documents and professional practice.

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### Sounds great. What jobs can I get if I have a Certificate IV in Bookkeeping?

If you want a career in bookkeeping, accounts or the financial services industry, this course is an excellent choice. Here are some possible job titles you might be interested in:

- Bookkeeper
- Accounts payable/receivable
- Payroll officer
- Stock control officer
- Contracted Bookkeeper
- Accounts supervisor

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### What skills will I gain from completing a Certificate IV in Bookkeeping?

• **Communication and team building:** using interpersonal skills i.e. liaising, listening, consulting and providing the ability to negotiate solutions with clients and colleagues. Achieving workplace objectives as apart of a self managed team. Developing and writing reports to specifications, creating manuals and flowcharts.

• **Initiative and problem solving:** collecting, forecasting and analysing the organisation's business opportunities to determine cash or accrual accounting systems and payment options in consultation with management.

• **Planning and self-management skills:** monitoring and improving your performance and workflow, operating within professional codes and legislation, maintaining records, gathering and classifying information.

• **Learning:** seeking and implementing advice and feedback, continuing professional development and maintaining currency of financial knowledge.

• **Technology:** using technology to assist in the management of information through operating computers, using word processing, spread sheets, MYOB and to produce workplace documentation.

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### Sounds exciting. How is program delivered?

EIM Training have different delivery formats for each of its courses based on demand. Let us know your preference and we will make every effort to accommodate your request.

The Certificate IV in Bookkeeping is delivered in the following formats:

**1:** As a Face to face classroom based program. Students will have the opportunity of being facilitated, coached and mentored from our qualified trainers. This involves practical learning with activity based skills supported by portfolios, simulated work based projects, direct assessment, activities and observations. For a delivery schedule of this program refer to the [www.eim.edu.au](http://www.eim.edu.au) course calendars.

**3:** Through pathways such as Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC), and assessment only for students with substantiated work histories and experience within their workplace.

If you think you may be eligible for RPL or RCC, contact us to make an appointment

## What other qualifications do I need before I enrol?

There are no formal prerequisites for this qualification, although before you enrol in a Certificate IV in Bookkeeping, you should be able to demonstrate that you have intermediate skills in word processing and

spread sheets. If you have a Certificate III in Financial Services (Accounts Clerical) or Certificate III in Accounts Administration then the Certificate IV in Bookkeeping is a direct pathway to further your skills.

## So what does the course cover exactly?

The course comprises of 13 units: 9 core units, plus 4 elective units. All units are competency based and you are assessed as you progress through each part, so you

know how you are going at each step of the way. Once you finish the last unit successfully, you will attain a *Certificate IV in Bookkeeping*.

### Core Units

BSBFIA401A	Prepare financial reports
BSBITU306A	Design and produce business documents
BSBOHS303B	Contribute to OHS hazard identification and risk assessment
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 installment activity statement tasks
FNSBKG405A	Establish and maintain a payroll system
FNSINC401A	Apply principles of professional practice to work in the financial services industry

### Elective Units

FNSACC406A	Set up and operate a computerised accounting system
FNSACC404A	Prepare financial statements for non-reporting entities
BSBWOR404B	Develop work priorities
BSBITU402A	Develop and use complex spreadsheets

## What pathway can I pursue once I've achieved a Certificate IV in Bookkeeping?

Once you have a *Certificate IV in Bookkeeping*, you can choose to progress on to a *Diploma in Accounting* (FNS50210). This qualification focuses on the skills needed for professional accounting job roles in the financial services and other industries. You can also explore a wide

range of other Diploma qualifications to supplement your qualification. Contact EIM Training if you are interested in any other courses. We have worksheets similar to this one that explain our Diploma courses in more detail.

## I want to do it. How can I pay for the course?

The total cost of the course is \$2,950.00. There are several payment options available:

**Option 1:** Payment plan with an initial fee of \$250.00 prior to course commencement. The remaining cost is calculated over the duration of the course program. Payment plans are flexible and can be entered into weekly or monthly agreements. *Please see EIM Training's fees, charges and refunds policy for more details.*

**Option 2:** On commencement of the program a initial payment of \$1000 is due on the first day of training. Then a second instalment of \$1000 is due after 6 weeks from commencement. The third instalment of \$950 is due on completion of the course. *If the course fees are paid before completion, a 10% discount is offered on the total of the course costs of \$2950 equalling a \$290 discount.*

For additional information please contact our team at:

**Gold Coast, Robina (07) 55 75 75 75;**

**Hervey Bay (07) 4124 6422**

Information correct at time of printing. Course content, prices, dates and times are subject to variation without notice.