



FNS40210 Certificate IV in Bookkeeping

Course Overview

The Certificate IV in Bookkeeping is the ideal course for those who wish to establish a career in the bookkeeping industry or receive recognition for their current skills. The qualification is designed to reflect the role of contract bookkeepers and employees performing 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 and developing management systems for organisations.

This program is offered through our on-line e-learning platform, which means the participant can undertake learning activities at a time convenient to workplace demands without having to leave the work place to attend workshops.

All that is required is access to a computer and the internet. IPS also has experienced consultants who are able to determine blended delivery methods where required.

An initial induction into the program is provided at the time of enrolment when we assess and recognise existing skills the participant may possess.

This enables them to receive advanced-standing in the program and allows us to focus on the skills they need to develop.

A coach is allocated to the participant and is available on-line or by phone Monday to Friday during working hours. Assessments are completed and submitted on-line to our qualified assessors who provide feedback in a timely manner.

Target Audience

- Bookkeepers/ Contractors
- Supervisors
- Business owners
- Office Administrators



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Total Number of Units Required for Qualification – 13
9 core units plus
4 elective units.

Prerequisite Requirements

Where the industry core units have been demonstrated as a requirement of Certificate III in Financial Services exemption is provided

Core Units

- Prepare financial reports
- Design and produce business documents
- Contribute to OHS hazard identification and risk assessment
- Develop and implement policies and procedures relevant to bookkeeping activities
- Establish and maintain a cash accounting system
- Establish and maintain an accrual accounting system
- Carry out business activity and instalment activity statement tasks
- Establish and maintain a payroll system
- Apply principles of professional practice to work in the financial services industry

Elective Units

- Deliver and monitor a service to customers
- Implement customer service standards
- Develop and use complex spreadsheets

- Monitor and manage small business operations
- Manage personal work priorities and professional development
- Write simple documents
- Administer subsidiary accounts and ledgers
- Perform financial calculations
- Prepare financial statements for non-reporting entities
- Maintain inventory records
- Set up and operate a computerized accounting system

Registration and Enquiries

Time required to complete the qualification: 2 years full time or 4 years part time.

Average time to complete: 6 months

This qualification is nationally recognised and portable throughout Australia. Federal government incentives of up to \$4,000.00 per participant may apply subject to meeting eligibility criteria and completion of qualifications.

Contact IPS Institute to organise enrolment today

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