

Certificate IV in Financial Services (Accounting) [FNS40604]



NSW Vocational
Education & Training
Accreditation Board

Course Suitability

This course is designed for employees who specialise in accounting duties such as:

- Assistant Accountants
- Senior Bookkeepers
- Trainee Accountants
- Office Managers



Course & Vocational Outcomes

The course consists of 3 core modules that deliver skills and knowledge in:

- Working in the finance industry environment
- Applying professional principles in finance
- Working safely

Accounting specialist modules allow skills and knowledge development in the following range of areas:

- Operational budgets
- Job costing information
- Asset and inventory reports
- Financial statements
- Business tax requirements
- Making decisions within a legal context

An additional module is available for staff who specialise in Payroll.

Important Note

This course teaches manual accounting – on the basis that it is important to understand the foundation skills of accounting activities. This can best be achieved through manual accounting. While you will use spreadsheets, you will not be looking at computer based accounting systems. This can be done as an additional elective for those students who can prove a good foundation understanding of double entry bookkeeping, and who have a computer based accounting package at work that they can use.

Enrolment Options

- ✓ Private enrolment
- ✓ Employer sponsored enrolment
- ✓ Traineeship enrolment*
 - New Worker
 - Existing Worker

* Subject to eligibility in your state. Refer to our brochure *About Traineeships*. Note: all types of enrolments are subject to meeting the entry requirements.

Course Duration

You study at your own pace with distance delivery. You are however, required to submit work at regular intervals and to an agreed timetable of study. Normal fulltime study takes 22 weeks. Part time study takes 44 weeks. Most traineeships allow 24 months for completion but the course is normally timetabled over 12 months. The College has continuous intake and commences courses all year round.

Entry Requirements

To complete this course you must have completed Certificate III in Financial Services (Accounts Clerical) or an equivalent course, or have equivalent current workplace skills.

Above average numeracy skills are required to successfully complete this course.

Discuss these entry requirements with the College prior to enrolment.

Qualification & Career Pathways

Career paths include opportunities as:

- Accountants
- Senior Bookkeepers
- Office Managers

This is a nationally accredited formal qualification recognised as part of the Australian Qualifications Framework. After completion of this qualification, you have a range of opportunities to continue your studies at Diploma level.

For More Information or To Enrol

Phone: 1800 686 883



Australian College
of Commerce & Management

Unit of Study**Workplace Skills and Outcomes**

The following list details the 13 core or compulsory units of study taken in this course

Core Module 1. Working in the Financial Services Industry	
FNSICGEN301A Communicate in the Workplace	<ul style="list-style-type: none">• Messages are received and promptly acted upon• Effective verbal and non-verbal communication techniques are used• Correspondence reflects industry standards• Nature of complaint is established• Understanding the complaints and internal disputes procedures
FNSICGEN302A Use technology in the workplace	<ul style="list-style-type: none">• Maintain office technology• Software applications are properly utilised

Core Module 2. Professional Practices in Finance	
FNSICIND401A Apply principles of professional practice to work in the financial services industry	<ul style="list-style-type: none">• Identify the scope, sectors and responsibilities of the industry• Identify and apply financial services industry guidelines, procedures and legislation• Manage information• Plan work to be completed taking into consideration time, resources and other constraints• Develop and maintain personal competency

Core Module 3. Ensure a Safe Workplace	
FNSICGEN304A Apply health and safety practices in the workplace	<ul style="list-style-type: none">• Understanding of Occupational Health and Safety• Checking equipment before and during use• Awareness of hazard policies and procedures

Australian College of Commerce and Management Course Outline

FNS40604 Certificate IV in Financial Services (Accounting)

Unit of Study

Workplace Skills and Outcomes

Prepare Financial Reports Accounting Module

BSBADM408A Prepare financial reports	<ul style="list-style-type: none"> Maintain asset register Record general journal entries for balance day adjustments Prepare final general ledger accounts Prepare end-of-period financial reports
FNSICORG516A Prepare financial reports to meet statutory requirements	<ul style="list-style-type: none"> Identify statutory requirements for reports Plan for provision of reports Analyse and consolidate reports Submit reports for authorisation Distribute reports
FNSACCT406A Maintain asset and inventory records	<ul style="list-style-type: none"> Comply with organisational asset acquisition procedures Reconcile asset register and inventory records to general ledgers Record inventory flows Recognise new assets and asset categories Prepare schedules and ad hoc reports Record disposal of fixed assets

Report on Financial Activity Accounting Module

FNSACCT405A Prepare financial statements	<ul style="list-style-type: none"> Compile data Prepare reports
BSBCM408A Report on financial activity	<ul style="list-style-type: none"> Compile financial information and data Prepare statutory requirements reports Provide financial business recommendations

Commercial Law Accounting Module

FNSACCT404A Make decisions within a legal context	<ul style="list-style-type: none"> Identify the main roles and responsibilities of the key bodies in the legal system Identify compliance requirements Develop procedures to ensure compliance
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Budgeting Accounting Module

FNSACCT403A Prepare operational budgets	<ul style="list-style-type: none"> Prepare budget Document budget
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Business Tax Accounting Module

FNSACCT401A Process business tax requirements	<ul style="list-style-type: none"> Maintain accounting records for taxation purpose Establish and maintain a process for managing business tax returns Process business tax returns and lodgements
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Job Costing Accounting Module

FNSACCT402A	<ul style="list-style-type: none"> Gather and record operating and cost data
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Australian College of Commerce and Management Course Outline

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Produce job costing information

- Produce cost reports