FNS40615 Certificate IV in Accounting provides participants with the skills required to perform the accounting needs of a business. The course covers cash and accrual accounting, computer based accounting, preparing financial statements, working in an office, payroll and BAS reporting.

The course is further designed to build leadership skills, presentations including the use of spreadsheets and documents to deliver your message.

To qualify as a BAS Agent registered with the Tax Practitioners Board you need the Certificate IV in Accounting.

**BSB40615 | CERTIFICATE IV IN ACCOUNTING**

<table>
<thead>
<tr>
<th>ACCREDITATION</th>
<th>NATIONALLY RECOGNISED AND ACCREDITED</th>
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<tr>
<td>DURATION</td>
<td>12 MONTHS SELF-PACED</td>
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<td>COST</td>
<td>FEE FOR SERVICE : $3,500</td>
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<td>DELIVERY METHOD</td>
<td>ONLINE, WITH WEEKLY WEBINARS</td>
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FNS40615 Certificate IV in Accounting is delivered fully online, online learning can be as demanding as classroom.

**TIPS FOR SUCCESSFUL ONLINE STUDY:**

- Make sure you have the appropriate IT equipment
- Connect with your trainer constantly
- Book yourself time during the week to study
- Set short term goals as objectives, stay organised,
- do not procrastinate, GET STARTED TODAY

**TRAINING SUPPORT NATIONAL TRAINING PROVIDES INCLUDES:**

- Fortnightly webinars, attend as many and as often as you want, all webinars are recorded and are available for later review.
- Monthly phone calls with your trainer
- Unlimited support via email or phone.

**AFTER ENROLMENT:**

- Start working on the first group of units. Units are grouped to create logical sequences and maximise learning opportunities. Units of competency are made available to students one group at the time.
- Participate in webinars, get in touch with your trainer as much as you need

The nominal duration of the qualification is 12 months. In order to complete within the nominal duration you should plan for around 11 hours of study each week, this is an indication and may vary according to your level of existing skills and knowledge.

**LEADERSHIP SKILLS**

- **BSBMGT401**: Show Leadership in the workplace
- **BSBCMM401**: Make a presentation
- **BSBITU402**: Develop and use complex spreadsheets
- **BSBITU306**: Design and produce business documents

**FINANCIAL REPORTING**

- **FNSACC302**: Administer subsidiary accounts and ledgers
- **FNSACC404**: Prepare financial statements for non-reporting entities
- **BSBFIA401**: Prepare financial reports
- **FNSACC402**: Prepare operational budgets

**USE AN ACCOUNTING SYSTEM**

- **FNSACC406**: Set up and operate a computerised accounting system
- **FNSBKG404**: Carry out business activity and instalment activity statement tasks
- **FNSBKG405**: Establish and maintain a payroll system

**COMPLYING WITH LEGISLATION**

- **FNSINC401**: Apply principles of professional practice to work in the financial services industry
- **FNSACC301**: Process financial transactions and extract interim reports

**APPLY NOW**

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