



FOUNDATION
TRAINING
AUSTRALIA

FNS40222

Certificate IV in **Accounting
and Bookkeeping**

BUSINESS & MANAGEMENT



www.fta.edu.au

07 3505 5989

info@fta.edu.au

RTO ID:31972



FNS40222

Certificate IV in ACCOUNTING AND BOOKKEEPING

With deep roots in the Building and Construction industry, we know what it takes to shape workforce-ready, highly skilled trade professionals who stand out from the crowd.

At FTA, we don't just deliver training, we unlock potential.

Our focus is simple: real results, expert guidance, and pathways to success. With qualified trainers, flexible study options, and practical, hands-on support, you'll gain the confidence, skills, and drive to thrive in your career.

Don't just learn a trade, master it. Train with the best.

SUPERCHARGE YOUR CAREER

You're great with numbers and you love the sometimes complex world of business finances. You're like an eagle with a focused accurate outcome desire. To support your honed abilities and love for numbers, this qualification gets you to the next level of support.

Accounting and Bookkeeping is a stimulating occupation, one that is in high demand. Quality accounting and bookkeeping skills are in high demand and this demand continues to rise which means there is enormous opportunity in the industry for you as an accounting bookkeeper.

Entry requirements for this course is that you must have access to accounting software, ask us about what you'll need.

BENEFITS



Pave your way with recognised qualification for greater career opportunities.



Achieve your goals with real world experience while you earn and train on site.



Mentorship from highly qualified trainers

FUNDING

Foundation Training Australia provides a range of funding opportunities designed to support your learning needs and career goals. Eligible participants may be able to access partial or full funding for this course. While non-eligible participants can enrol as full-fee paying students. For more information or to confirm eligibility, please contact us info@fta.edu.au or 1300 990 064.

YOUR CAREER REALISED

Career Outcomes

How exciting! Here are some potential career outcomes to consider:



Accounts Officer



Accounts Supervisor






Bookkeeper



BUILD YOUR DREAM CAREER

DELIVERY OPTIONS

-  Self-Paced Online Learning
-  Recognition of Prior Learning Options
-  Flexible Delivery

At FTA we are your industry training partner, providing you with the skills needed to truly develop your human potential

Enrol today! Call 07 3505 5989
to start your training for this
fundamental skill.

For further information regarding recognition of prior learning, funding, apprenticeships, fees and charges and our refund policy please visit www.fta.edu.au or contact us on 07 3505 5989.

Successful completion of this qualification requires you to complete all core and elective units.

This nationally recognised qualification is delivered by Foundation Training Australia (RTO ID 31972)



CORE UNITS (10)

FNSACC426	Set up and operate computerised accounting systems
FNSACC418	Work effectively in the accounting and bookkeeping industry
FNSTPB411	Complete business activity and instalment activity statements
BSBTEC302	Design and produce spreadsheets
FNSTPB412	Establish and maintain payroll systems
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC414	Prepare financial statements for non-reporting entities
FNSACC421	Prepare financial reports
FNSACC412	Prepare operational budgets

SUGGESTED ELECTIVE UNITS (3)

*FOR ALTERNATIVE ELECTIVES ASK YOUR TRAINER

BSBTEC301	Design and produce business documents
BSBTEC402	Design and produce complex spreadsheets
FNSACC323	Perform financial calculations

Completed students receive:

- Nationally Recognised Qualification
- Certificate proof of completion
- Complimentary Competency Card



Got questions
but not ready to call?
Have a read of our
knowledge base
<-- SCAN CODE



YOU'RE AT LEVEL 3!

This certificate will get you
to a level 3 career pathway

For all the levels scan the
code and see your industry
brochure!

