

FNS40215 Certificate IV in Bookkeeping

Modification History

Release	Comments
Release 2	This version released with FNS Financial Services Training Package version 1.1 Release 2 created to correct typographical error
Release 1	This qualification first released with FNS Financial Services Training Package version 1.0

Qualification Description

This qualification is designed to reflect the job roles of contract bookkeepers and employees performing bookkeeping tasks for organisations in a range of industries. It includes the preparation and lodgement of business and instalment activity statement tasks and the provision of advice or dealing with the Commissioner on behalf of a taxpayer in relation to the activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously and exercise judgement in completing routine and non-routine activities.

Licensing/Regulatory Information

Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Persons providing a business activity statement (BAS) service must be registered by the Tax Practitioners Board and this qualification is currently cited as meeting the educational requirements for registration. Other conditions apply including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the Board as this is reviewed regularly.

Entry Requirements

Nil

Packaging Rules

Total number of units = 13

6 core units plus

7 elective units

The elective units consist of:

- 2 units from Group A or Group B

Of the remaining 5 units:

- up to 2 may be from Group A or Group B
- up to 5 may be from Group C
- up to 2 may be from a Certificate III, Certificate IV or Diploma in any currently endorsed training package or accredited course.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

Core Units

BSBFIA401 Prepare financial reports

BSBITU306 Design and produce business documents

FNSBKG401 Develop and implement policies and procedures relevant to bookkeeping activities

FNSBKG404 Carry out business activity and instalment activity statement tasks**

FNSBKG405 Establish and maintain a payroll system**

FNSINC401 Apply principles of professional practice to work in the financial services industry

Elective Units

Group A

FNSBKG402 Establish and maintain a cash accounting system

FNSBKG403* Establish and maintain an accrual accounting system

Group B

FNSACC301 Process financial transactions and extract interim reports

FNSACC302 Administer subsidiary accounts and ledgers

Group C

BSBCUS301 Deliver and monitor a service to customers

BSBCUS403 Implement customer service standards

BSBFRA301 Work within a franchise

BSBFRA403 Manage relationship with franchisor

BSBITU402 Develop and use complex spreadsheets

BSBSMB405 Monitor and manage small business operations

BSBSMB412 Introduce cloud computing into business operations

BSBWHS201 Contribute to health and safety of self and others

BSBWOR501 Manage personal work priorities and professional development

BSBWRT301 Write simple documents

FNSACC303 Perform financial calculations

FNSACC404 Prepare financial statements for non-reporting entities

FNSACC405 Maintain inventory records

FNSACC406 Set up and operate a computerised accounting system

*Note the following prerequisite unit requirements:

Unit in this qualification	Prerequisite unit
FNSBKG403 Establish and maintain an accrual accounting system	FNSBKG402 Establish and maintain a cash accounting system

** Units form BAS agent registration Skill Set.

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FNS40215 Certificate IV in Bookkeeping	FNS40211 Certificate IV in Bookkeeping	Updated to meet Standards for Training Packages. Packaging rules updated - reduced number of core units and additional compulsory elective units in Group A or B	Equivalent qualification

