

Certificate IV in Financial Services (Bookkeeping) (FNS40207)

Who is this course for?

The course is especially designed for those who working in the role of bookkeeper for organisations and perform duties such as:

- Establishing and maintaining accounting systems
- Assisting with business activity statements and other office taxes
- Payroll
- Developing management systems for organisations

What will you learn in this course?

The course aims to give you the knowledge and skills required to work in most areas of working financial environments. The qualification requires thirteen (13) units of competency.



CORE UNITS

FNSICIND401B	Apply principles of professional practice to work in the financial services industry	FNSICGEN302B	Use technology in the workplace
FNSICGEN301B	Communicate in the workplace	FNSICGEN304B	Apply health and safety practices in the workplace

SECTORIAL CORE UNITS

FNSBKPG401A	Develop and implement policies and practices relevant to	FNSACCT406B	Maintain asset and inventory records
FNSBKPG402A	Establish and maintain a Cash Accounting System	FNSACCT405B	Prepare financial statements
FNSBKPG403A	Establish and maintain an Accrual Accounting System	FNSBKPG405A	Establish and maintain a payroll system
FNSBKPG404A	Carry out Business Activity and Instalment Activity Statement tasks		

ELECTIVE UNITS

Contact us for you choice of 2 elective units

Employability Skills Summaries for Training Package qualifications are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification: <http://employabilityskills.training.com.au>
HB Training is a Registered Training Organisation delivering accredited training in Business, Retail, Financial Services, Information Technology and Training and Assessment.

a 4 Laurel Street, Toowoomba QLD 4350
t 07 4639 4410 **f** 07 4639 4431
e training@hb.net.au
w hb.net.au