



- FACT SHEET -

FNS40207 Certificate IV in Financial Services (Bookkeeping)

Course Includes:

- Training by Government accredited, highly qualified trainers
- All module assessments
- E-book monthly on topic to assist your career
- Set of 12 CD's to assist you in course/career delivered during program
- Flexibility of delivery mode
- Comprehensive workbooks with additional information to assist you in your career

This qualification provides the skills and knowledge for an individual to be complete in the role of a bookkeeper with the need to apply discretion and judgement. Work would be undertaken in the financial or general business sector. Individuals may have some responsibility for others and provide or hold specific coordination or support responsibilities within their team.

Content

The course is nationally accredited and recognised. It consists of a set of competencies that skilled bookkeepers should possess. These competencies relate to the areas of:

- Communicating in the workplace
- Preparing financial statements
- Establishing and maintaining payroll systems
- OHS in the workplace
- Asset and inventory records.

Purpose

The purpose of the training program is to develop the skills and knowledge of a professional bookkeeper.



Program Benefits

- Gain nationally recognized qualification
- Improved ability to service customer needs
- Increased financial skills
- Development of financial skills
- Maximised usage of planning strategies
- Understanding of financial industry

Units/Modules covered

- FNSICIND401B Apply principles of professional practice to work in the financial services Industry
- FNSICGEN301B Communicate in the workplace
- FNSICGEN304B Apply health and safety practices in the workplace.
- BSBITU402A Develop and use complex spreadsheets
- FNSICGEN302B Use technology in the workplace
- FNSACCT406B Maintain asset and inventory records
- BSBFIA301A Maintain financial records
- FNSACCT405B Prepare financial statements
- FNSBKPG404A Carry out Business Activity And Installment Activity Statement tasks
- FNSBKPG405A Establish and maintain a payroll system
- FNSBKPG401A Develop and implement policies and practices relevant to bookkeeping activities
- FNSBKPG402A Establish and maintain a Cash Accounting Systems
- FNSBKPG403A Establish and maintain a Accrual Accounting System

Prerequisites

Participants must be over 18 years old.

Delivery Methods

This course is able to be completed via face to face learning or at your own pace via distance learning. Study wherever, whenever you want.

Assessment

Assessment is comprised of written tasks, practical demonstrations and 3rd party observations. Candidates will be given assessment tasks to complete during the course.

Recognition of Prior Learning (RPL) and Mutual Recognition

Recognition of Prior Learning is given as well as competencies gained through other formal study.



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The training you need to excel in Financial Industry.