

# FNS40222 Certificate IV in Accounting and Bookkeeping

## DESCRIPTION

This qualification reflects the role of individuals in the accounting and bookkeeping industry, including business activity statement (BAS) agents and contract bookkeepers; and for those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, data processing, monthly reconciliations, preparing budgets, preparing reports on financial performance and the position of the business, preparing end-of-year adjustments, and finalising financial records after year-end.

Dealing with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements and other lodgement matters is also a key component of the role that this qualification reflects. Individuals in these roles apply theoretical and specialist skills and knowledge to work autonomously, and exercise judgement in completing routine and non-routine activities.

### Licensing, legislative, regulatory or certification considerations

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

Persons providing a BAS service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration as a BAS agent. Other requirements apply, including a designated period of experience.

Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

This qualification is suited to an Australian Apprenticeship pathway.

## ELIGIBILITY/ENTRY REQUIREMENTS

Whilst there are no formal entry requirements for FNS40222 Certificate IV in Accounting and Bookkeeping, the preferred pathway is:

- FNS30322 Certificate III in Accounts Administration or other relevant qualification/s.
- All applicants need to demonstrate the appropriate level of language, literacy and numeracy skills and knowledge to undertake a qualification at this level.

To ensure you have the right skills and support to succeed in your course, a Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

## DELIVERY DETAILS

Location(s)	Duration*	Study mode
Alice Springs Darwin	Full-time 0.5 – 1 year Part-time 1 – 1.5 years	Face-to-face Online Blended

\* Duration will vary depending on how long a student takes to reach the required competency level.

Students will have access to learning resources on LearnLine, CDU 24/7 online learning system.

## FEES

Fee Type	2025 Course Fees
NT Government Supported*	\$2,146.00 - \$2,590.00
Full Fee	\$7,284.80 - \$8,792.00

\*This course is supported by the NT Government for domestic [eligible](#) students who are NT residents. A limited number of NT Government supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

## ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

## RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you have gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, refer to [VET RPL](#).

## RESOURCES

Students will be required to purchase set textbooks. A complete booklist detailing the required textbooks and where they can be purchased, will be provided prior to enrolment.

Computer and internet access is required to source information and complete assessments.

## STUDY AND CAREER PATHWAYS

Further training pathways from FNS40222 Certificate IV in Accounting and Bookkeeping include but are not limited to the FNS50222 Diploma of Accounting (not offered at CDU) On completion of this qualification, credit(s) may be available into Higher Education courses.

Possible occupations relevant to this qualification include:

- Accounts administration and clerk
- Accounts payable officer
- Accounts receivable officer
- Bookkeeper
- Debtors clerk
- Payroll officer

## QUALIFICATION CONTENT

To achieve a Certificate IV in Accounting and Bookkeeping, a total of thirteen (13) units of competency must be completed comprising ten (10) core and three (3) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

### CORE UNITS

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

### ELECTIVE UNITS (*Select three (3) units*)

BSBWRT311	Write simple documents
BSBTEC301	Design and produce business documents
BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints ( <i>unnamed</i> )
FNSACC405	Maintain inventory records
BSBESB402	Establish legal and risk management requirements of new business ventures
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBPEF501	Manage personal and professional development
FNSACC323	Perform financial calculations

## WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

## SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support](#).

## **CONTACT DETAILS**

Business and Workforce Management

E. [vet.business@cdu.edu.au](mailto:vet.business@cdu.edu.au)  
T. 08 8946 7517 (DWN) 08 8959 5461 (ASP)  
W. <https://www.cdu.edu.au/study/essentials>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.