



# Certificate IV in Accounting and Bookkeeping

National ID: FNS40222 | State ID: BHU1

Are you ready to forge your future in finance and build a credible career in accounting?

Effective accounting and bookkeeping is at the heart of any business, providing a clear picture of an organisation's financial position, performance and cash flow which assists to identify important opportunities for growth.

This nationally recognised course will make you job ready for positions such as Assistant Accountant, Payroll Officer, BAS (Business Activity Statement) Agent, Accounts Receivable Officer, Accounts Payable Officer or Bookkeeper, which are key roles in every sector.

Be guided by our team of expert lecturers who are industry professionals, as you learn the foundations of accounting and bookkeeping including preparing financial reports, establishing payroll systems, setting up computerised accounts and maintaining balance sheets. You'll grow knowledge of lodging business and instalment activity statements, and how to provide advice or deal with the Commissioner of Taxation on behalf of a taxpayer in relation to activity statements. You'll also develop skills in using computerised accounting software including MYOB and XERO.

This course meets the Tax Practitioners Board education requirements for registration as a BAS agent.

## Your qualification prepares you for roles such as:

Job opportunities include Accounts Clerk.

Further Study Option(s)

Diploma of Accounting

Advanced Diploma of Accounting

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## Course Overview



Location	Duration	Competitive	Selection criteria
Joondalup (Kendrew Crescent)	One semester	No	No selection criteria
Perth	One semester	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Armadale	One semester	No	No selection criteria
Bentley	One semester	No	No selection criteria
Mandurah	One semester	No	No selection criteria
Murdoch	One semester	No	No selection criteria
Rockingham	One semester	No	No selection criteria
Thornlie	One semester	No	No selection criteria



Location	Duration	Competitive	Selection criteria
Albany	One semester	No	No selection criteria
Bunbury	One semester	No	No selection criteria
Busselton	One semester	No	No selection criteria
Manjimup	One semester	No	No selection criteria