



Certificate IV in Accounting and Bookkeeping

FNS40217

GIVING YOU THE SPECIALIST ACCOUNTING AND BOOKKEEPING SKILLS TO SUPPORT YOUR BUSINESS

The Certificate IV in Accounting and Bookkeeping qualification delivers learning outcomes in manual double entry bookkeeping and computerised accounting (using MYOB or XERO). It covers all key accounting functions such as accounts payable and receivable, bank reconciliation and processing journals, payroll, preparing financial statements and preparing a BAS. This qualification will start your accountancy or bookkeeping career.

Understanding the Essentials

Learn how to process financial transactions and extract interim reports and prepare profit and loss statements as well as balance sheets. Preparing a BAS and using accounting packages are also key parts of this qualification. On top of that, our Accounting qualifications are supported by permanent Student Advisers who have the extensive background in accounting necessary to provide effective support.

Subject Choices Alternative electives are available for those who have completed these subjects in Certificate III

- Authorise Business Bill Payment
- Perform Calculations
- Administer Customer Invoices
- Bank Reconciliation
- Maintaining an Accounting System
- Double Entry Accounting
- Financial Statements
- Business Tax
- Accounting Business Operations
- AccountRight Payroll

Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate IV in Accounting and Bookkeeping](#) page.