

FNS40604

INDUSTRY CORE UNITS – All to be completed	
FNSICIND401B	Apply principles of professional practice to work in the financial services industry
FNSICGEN301B	Communicate in the workplace
FNSICGEN302B	Use technology in the workplace
FNSICGEN304B	Apply health and safety practices in the workplace

SECTORAL CORE UNITS – All to be completed	
FNSACCT401B	Process business tax requirements
FNSACCT402B	Produce job costing information
FNSACCT403B	Prepare operational budgets
FNSACCT404B	Make decisions within a legal context
FNSACCT405B	Prepare financial statements
FNSACCT406B	Maintain asset and inventory records

ELECTIVE UNITS – Three to be completed	
FNSACCT407B	Set up and operate a computerised accounting system
BSBADM408A	Prepare financial reports
FNSICACC401B	Evaluate and authorise payment requests
Only two of the following units may be chosen	
*BSBCM308A	Maintain financial records
FNSICACC301B	Administer accounts payable
FNSICACC307B	Reconcile and monitor accounts receivable

*This unit is a prerequisite for FNSACCT407B Set up and operate a computerised accounting system

If under a traineeship the cost is \$2,500 but employers may be eligible for Commonwealth funding. The training will be delivered in a 3hr classroom session per week by a qualified Accountant / Bookkeeper. Additional study during the week will be required in order to complete the qualification.

Vocational Outcomes – This course can provide you with the skills needed to undertake further training or secure employment in roles such as Bookkeeper, Trainee Accountant, Accounts Receivable or Payable Supervisor, Costing Clerk or Business Owner.