



# Certificate IV in Accounting and Bookkeeping

National ID: FNS40217 | State ID:BDQ3

## An excellent start to a career in accounting

This course provides an insight into the issues and processes of accounting for an organisation and prepares you for work as a **payroll clerk** or **bookkeeper**.

You'll learn how to set up and maintain **computerised accounts, establish payroll systems, maintain inventory records, prepare financial reports, prepare and lodge business and instalment activity statements** and provide advice to taxpayers in relation to activity statements.

You will graduate with current, practical bookkeeping and accounting skills that are attractive to prospective employers.

Successful completion of the course meets the **Tax Practitioners Board** academic requirements for registration as a **BAS agent**.

This course also prepares you for entry into the Diploma of Accounting.

## Your qualification prepares you for roles such as:

Accounting Clerk | Accounts Clerk | Accounts Payable Clerk | Accounts Officer | Accounts Receivable Clerk | Audit Clerk | Payroll Clerk | Payroll Officer | Bookkeeper | Financial Administration Officer

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
Midland	One semester	No	No selection criteria
Perth	One semester	No	No selection criteria



Location	Duration	Competitive	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