Did you know...
there are over 2 million small businesses in Australia who need bookkeeping services.

Job ready training, today.

For more information: Call 1300 887 991, email info@australiscollege.edu.au or visit www.australiscollege.edu.au
CERTIFICATE IV IN BOOKKEEPING

Get job ready with a Certificate IV in Bookkeeping at Australis.

Course details
The Certificate IV in Bookkeeping is a course designed to give you the skills you need to work as a bookkeeper. The skills gained from this qualification will allow you to work successfully as a contractor, or as a valued member of any accounts team across a wide range of organisational and industry settings.

This course also meets the Business Activity Statement (BAS) Agent requirements.

You’ll learn to*:
• Understand fundamental principles of bookkeeping within an organisation
• Implement procedures and systems relevant to bookkeeping activities
• Develop cash and accrual accounting systems
• Prepare BAS documents and financial reports
• Manage payroll systems

*Refer to Australis College website for full list of units

Entry requirements
There are no entry requirements for this qualification.

Job ready training, today.
Australis College puts the student first and all of our training is purpose built with that in mind – to ensure you are highly skilled and job ready.

Because of our student focused approach we offer a flexible learning model to suit every individual.

Australis students can study online or undertake blended learning by combining online with face-to-face workshops.

What does this mean?
It means you can study how and when you like!

So if you want a quality industry-relevant education that opens doors for you to achieve your dream job, make Australis College your first choice for job ready training, TODAY.

Get career advice
Want to understand the career paths available through studying at Australis?

Simply contact any one of our friendly Career Advisors and they will be more than happy to help you in relation to all of our courses.

Career opportunities
Careers and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
• Business Activity Statement (BAS) Agent
• Assistant Accountant
• Finance Assistant
• Bookkeeper

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