MONARCH
INSTITUTE



FNS40222

Certificate IV in Accounting and Bookkeeping

- Get the skills that employers really want.
- Unrivalled support. Delivered with care.
- Absolute flexibility. Your way, your terms.

Nationally Recognised Training

RTO: 22530

Launch your brand new career the right way

Monarch Institute is one of very few registered training organisations (RTOs) to offer the TPB (Tax Practitioners Board) approved courses required to become a registered BAS agent or a registered tax agent. We're also approved by the Institute of Certified Bookkeepers(ICB). In other words, the courses are fit for what the industry is looking for.

Courses are delivered by senior skilled accounting professionals, registered BAS agents and bookkeepers. They have decades of combined experience across an extensive range of industries. Study accounting and bookkeeping with us and you'll get practical training that makes use of industry leading software. It's all about making you job-ready from the moment you graduate.

What does the course cover?

- **Accounting fundamentals**
- **Professional practice**
- **Business taxation**
- **Payroll**
- **Activity statements**
- **Computing essentials**
- **Effective work practices**

Key benefits

Learn Accounting Software

During your course, you'll get to learn Xero, Australia's leading accounting software package, giving you valuable skills that you can use straight away.

TPB approved course

This course meets the Tax Practitioners Board education requirements for becoming a registered BAS agent.

Nationally recognised

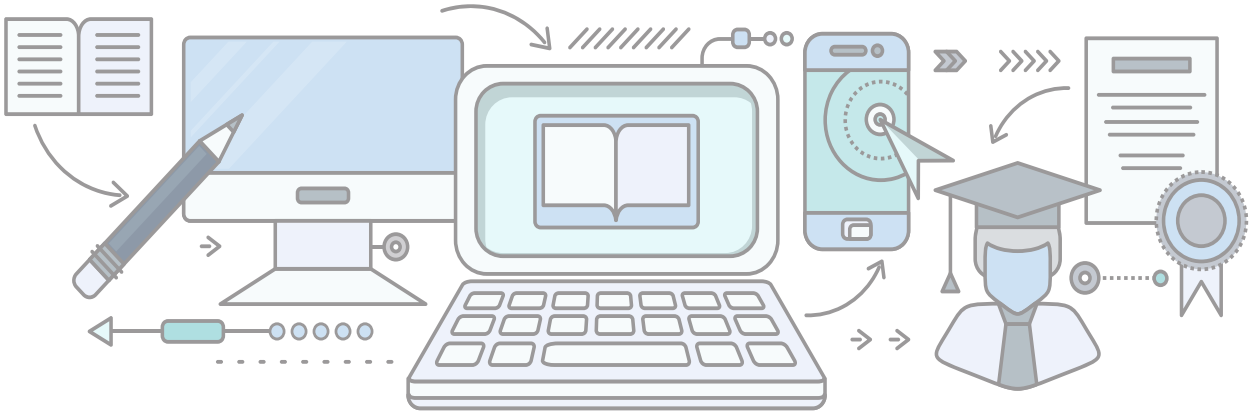
This course is nationally recognised under the Australian Qualifications Framework (AQF).
If you're looking for a pathway to higher education in Australia, this could be it.

Free Membership:

Institute of Certified Bookkeepers (ICB)

Get free student membership to the ICB when you enrol. Membership gives you access to a wide range of resources you can use to help kick off your career.

Free Membership



Study online. With a difference

This course has been developed to give you absolute flexibility. Study on your couch, on public transport, on your break at work, out in the park – wherever and whenever you like. The best part is, with Monarch Institute, 'online' doesn't mean 'alone'. You'll be backed by our trainers at every step along the way. You'll get:

- Easy-to-follow course materials
- Videos and webinars
- Support from your course trainers (phone, email, Zoom)
- A dedicated support team on hand to guide you
- Online assessments
- Access to a student Facebook group

What is the course structure?

This course is delivered online. This means you'll access your learning and assessment resources using an online portal plus digital textbooks. You can access the portal anywhere and anytime.

You'll need to study a total of 13 nationally recognised units, which are spread out over four modules.

We consistently receive feedback from our students telling us the course is very well structured and easy to follow. Of course, if you're having trouble wrapping your head around a concept or assessment piece, you can always reach out to your trainer for support.

What is the course duration?

This course was designed to be completed within 12–24 months but you can complete it as fast as you like. Your completion time frame depends on your previous education, work experience, time availability and work rate. You're expected to complete at least one module every six months.

What are the entry requirements?

There are no formal entry requirements. Just bring your drive, motivation and passion for the industry. That said, if this is your first time studying at this level, we'll need to check your levels of English and maths before you enrol. People with disabilities are encouraged and supported to apply.

Course costs

Monarch's courses are competitively priced.

Check our website for the most up-to-date prices at **www.monarch.edu.au/courses** or call us on **1300 738 955.**

This training is delivered with Queensland Government funding for eligible students. Please check the eligibility requirements on our website, or get in touch to discuss your funding options

Skills Assure

Proud to be a Queensland Government subsidised training provider

Nationally recognised units

Module 1 /

Establishing solid foundations – accounting fundamentals

- BSBPEF501 Manage personal and professional development
- FNSACC321 Process financial transactions and extract interim reports
- FNSACC322 Administer subsidiary accounts and ledgers
- FNSACC421 Prepare financial reports

Module 2 /

Work like a pro... effective work practices

- FNSACC414 Prepare financial statements for non-reporting entities
- BSBTEC302 Design and produce spreadsheets
- BSBTEC402 Design and produce complex spreadsheets

Module 3 /

Financial essentials: budgets, financing and working effectively

- FNSACC412 Prepare operational budgets
- BSBESB403 Plan finances for new business ventures
- FNSACC418 Work effectively in the accounting and bookkeeping industry

Module 4 /

Big bucks for business: using Xero, payroll and activity statements

- FNSACC426 Set up and operate computerised accounting systems
- FNSTPB412 Establish and maintain payroll systems
- FNSACC411 Complete business activity and instalment activity statements



Jobs and career pathways

Australia's economy is moving from resources to services. In the next 20–30 years, we'll see a lot more people doing knowledge-based work, rather than physical labour. The skills that accountants and bookkeepers use are transferable between industries, all across Australia. That's part of why there are thousands of accounting and bookkeeping jobs advertised every month.

With this qualification you can choose to specialise in various areas such as tax, auditing, and management consulting, providing a wide range of career options.

You'll get the skills to help you take on new roles such as:

- BAS agent
- Bookkeeper
- Assistant accountant
- Accounts officer/clerk
- Payroll officer/clerk
- Accounts receivable credit/controller
- Accountant
- Financial controller (small to medium businesses)
- Taxation officer
- Treasury officer
- Procurement officer
- Analyst (with financial reporting focus)



Get the skills that you really need.



Unrivalled support.
Delivered with care



Absolute flexibility.
Your way, your terms.

Accounting industry insights

Employment/positions projection
Up 9.2% to 2026

Earnings (average full time)
$1,756 per week

Currently employed in Australia
204,800 professionals

Bookkeeping industry insights

Bookkeeping sector size
85,800 employed

Earnings (average full time)
$1,304 per week

Flexible career options
67% part time

Source: Market Insights 2024



Why choose Monarch Institute?

You need a different learning experience. We're ready to deliver.

Expertise

- ✓ Courses developed with leading academics and industry associations
- ✓ Delivered by brilliant trainers who work with corporate leaders
- ✓ Learn from professionals using real world case studies

Flexibility

- ✓ Fit study around work, family, life
- ✓ Start immediately, or down the track
- ✓ Flexible payment options

Support

- ✓ Dedicated team of trainers and support staff on hand to guide you
- ✓ Up to date, easy to understand course materials
- ✓ Fast assessment turnaround times with comprehensive trainer feedback

Enrol today

Chasing your dream job? Ready to level up in your career? Start your Certificate IV in Bookkeeping and Accounting with Monarch Institute today.

To discuss the course that's right for you call
1300 738 955

To find out more information email
info@monarch.edu.au

To enrol, visit our website
www.monarch.edu.au



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