

WHAT NOW?

Contact Jobtrain on 4723 1666 and leave the rest to us.



TJTC336V1/04-03-09

ABOUT US

Jobtrain is a local registered training organisation located in Kirwan. Jobtrain has been delivering training in the Townsville region for over 20 years.

We pride ourselves in offering a professional, friendly, flexible and individualised service to all our clients.

Being a small organisation Jobtrain has the ability to offer flexibility which is impossible in a larger organisation.

ADDITIONAL SERVICES

Jobtrain offers a range of services including

- computing
- business administration
- retail
- bookkeeping and financial training
- MYOB training
- resume writing
- career guidance
- admin services
- serviced offices
- bookkeeping

Finance Training

FNS40604



jobtrain

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Web: www.jobtrain.com.au

Do you have staff that have been working within the field for a while but have no formal qualifications?

Ask us about RPL!

Would your staff like to be trained by a mentor who is a qualified accountant ?

We can help!

Would you like to be able to offer this to your staff at no additional cost to yourselves?

Ask us how!

CERTIFICATE IV IN FINANCIAL SERVICES (ACCOUNTING) FNS40604

This qualification will provide your staff member with the skills and knowledge required to work in the finance field.

Units include:

- Apply principles of professional practice
- Communicate in the workplace
- Use technology in the workplace
- Apply health and safety practices
- Produce business tax requirements
- Produce job costing information
- Prepare operational budgets
- Make decisions within a legal context
- Prepare financial statements/reports
- Maintain asset and inventory records
- MYOB

JOB ROLES

This qualification is designed to reflect the role of employees who perform duties such as:

- Completing BAS and other office taxes
- Operational reporting
- Production of basic management reports
- Producing basic job costing reports
- Preparing budgets
- Supervising the operation of computer based systems
- Classifying, recording and reporting of accounting information
- Maintaining inventory records
- Managing a small office
- Making decisions in a legal context

POTENTIAL STUDENTS

Who would benefit from this training?

- Bookkeeper
- Trainee Accountant
- Accounts Receivable Supervisor
- Accounts Payable Supervisor
- Costing Clerk
- Business Owner
- Any employee wishing to upgrade their skills

ENTRY REQUIREMENTS

Participants embarking on this qualification must have manual bookkeeping knowledge to a Certificate III level. If your employee has been carrying out bookkeeping/financial duties for a period of time they may be eligible for recognition of prior learning.

INVESTMENT

It may be possible for you to receive up to **\$4,000 in government incentives** to train existing or new staff members. The cost of the training is \$2,500 and includes workbooks, all training, assessment tools and ongoing support throughout the traineeship.

