

How to Become a Bookkeeper or BAS Agent in Australia: FNS40222 Certificate IV in Accounting and Bookkeeping

Are you looking for a career in **bookkeeping, accounting, payroll or BAS services**?

The **FNS40222 Certificate IV in Accounting and Bookkeeping** is a nationally recognised qualification designed for people who want to develop practical accounting and bookkeeping skills and pursue a career in the accounting and bookkeeping industry.

Whether you're completely new to accounting, already working in administration, or looking to start your own bookkeeping business, a **Certificate IV in Accounting and Bookkeeping** can provide a valuable foundation for your career.

At the **International Institute of Technology (IIT)**, FNS40222 is delivered **online and self-paced**, allowing students to study from home and fit their education around work, family and other commitments. IIT provides dedicated support throughout the course to help students progress through their learning and assessments.

IIT is also endorsed by the **Institute of Certified Bookkeepers (ICB)**, providing students with an additional connection to Australia's professional bookkeeping industry. Students who enrol with IIT will have free student membership with the ICB as part of their course enrolment.

What is FNS40222 Certificate IV in Accounting and Bookkeeping?

FNS40222 Certificate IV in Accounting and Bookkeeping is a nationally recognised Australian qualification for people working, or intending to work, in accounting and bookkeeping roles.

The qualification reflects the role of individuals working in the accounting and bookkeeping industry, including bookkeepers and BAS-related roles. It covers areas including financial

transactions, reconciliations, financial reports, budgets, accounting systems, business activity statements and payroll systems.

The qualification can provide a pathway into roles such as:

- Bookkeeper
- Accounts payable officer
- Accounts receivable officer
- Payroll officer
- Accounting administration roles
- Trainee accountant
- BAS-related roles
- Finance administration
- Small business bookkeeping

It can also provide a foundation for people who eventually want to establish their own bookkeeping business, subject to the relevant regulatory and professional requirements.

How to become a bookkeeper in Australia

If you're wondering **how to become a bookkeeper in Australia**, completing a recognised accounting and bookkeeping qualification is an excellent place to start.

A typical pathway may include:

Complete the Nationally recognised FNS40222 Cert IV in Accounting and Bookkeeping qualification with International Institute of Technology (IIT)

The **FNS40222 Certificate IV in Accounting and Bookkeeping** provides a broad foundation in accounting and bookkeeping.

Students learn practical skills including processing financial transactions, maintaining ledgers, preparing financial reports, budgeting and using computerised accounting systems.

Develop practical accounting software skills

Modern bookkeepers need more than traditional accounting knowledge.

Cloud accounting software is widely used by businesses, so developing practical skills with accounting software can be extremely valuable.

Students will gain experience using accounting software such as **Xero or MYOB**. You can choose which one you would like to use in your enrolment details. You can request both.

At IIT, students can develop practical computerised accounting skills as part of their studies.

Gain industry experience

Qualification alone is not necessarily the end of the pathway.

Practical experience can help you develop confidence with real-world bookkeeping tasks, client communication, reconciliations, payroll, BAS preparation and accounting software.

Consider professional membership

Joining a professional bookkeeping association can provide access to industry information, professional development and networking opportunities.

IIT is endorsed by the **Institute of Certified Bookkeepers (ICB)**, and eligible IIT students can access ICB membership opportunities as part of their professional development pathway.

Consider the BAS agent pathway

If your career goal is to provide BAS services for a fee or other reward, additional requirements apply.

The Tax Practitioners Board (TPB) requires BAS agent applicants to meet specified qualification and experience requirements. The TPB states that applicants generally need at least a Certificate IV or higher qualification in bookkeeping or accounting from an RTO or equivalent institution, together with

a Board-approved GST/BAS course and the required relevant experience. **IIT is an approved provider** for BAS agent units FNSTPB411 and FNSTPB412.

What qualification do I need to become a bookkeeper?

The **FNS40222 Certificate IV in Accounting and Bookkeeping** is a nationally recognised qualification specifically designed for the accounting and bookkeeping industry.

It is particularly suitable for people who want to develop skills in:

- Bookkeeping
- Financial transactions
- Reconciliations
- Ledgers
- Financial reporting
- Budgets
- Accounting software
- Payroll
- BAS and IAS preparation
- Business accounting processes

The national training register states that FNS40222 reflects the roles of people working in the accounting and bookkeeping industry, including contract bookkeepers and BAS-related roles.

Is FNS40222 nationally recognised?

Yes. **FNS40222 Certificate IV in Accounting and Bookkeeping** is a nationally recognised Australian qualification listed on the national training register. International Institute of Technology is an RTO and delivers the qualification through its online, self-paced learning model.

Can I study Certificate IV in Accounting and Bookkeeping online?

Yes. For people who are working, raising a family or simply prefer independent learning, an **online Certificate IV in**

Accounting and Bookkeeping can provide considerable flexibility.

International Institute of Technology delivers FNS40222 online and self-paced

At IIT, there are no traditional classroom-based classes.

Students can:

- Study from home
- Study around work and family commitments
- Progress at their own pace
- Access their course materials online
- Complete assessments through the online learning environment
- Receive support throughout their studies

Importantly, **self-paced does not mean unsupported**.

IIT provides dedicated support to help students understand their course material, assessments and learning requirements.

This makes the course suitable for students who want the flexibility of online study while still having access to support when they need it.

Why study FNS40222 with International Institute of Technology?

There are many providers offering accounting and bookkeeping courses, so it is important to consider more than simply the qualification title.

At **International Institute of Technology**, students benefit from a combination of nationally recognised training, professional industry connection, flexible online learning and dedicated student support.

Online and self-paced

IIT specialises in online, self-paced education.

You don't need to attend traditional classroom sessions. You can study from wherever you are and organise your learning around your existing commitments.

Dedicated student support

Studying independently doesn't mean studying alone.

IIT provides support throughout the course so students can ask questions and receive assistance as they work through their learning and assessments.

Nationally recognised qualification

FNS40222 is a nationally recognised qualification listed on the Australian national training register.

BAS agent pathway

The FNS40222 qualification includes the BAS-related units **FNSTPB411** and **FNSTPB412**.

The TPB currently cites FNS40222 as meeting the educational qualification requirements for BAS agent registration, subject to the other registration requirements.

What are FNSTPB411 and FNSTPB412?

Two particularly important units within the FNS40222 qualification are:

FNSTPB411 – Complete business activity and instalment activity statements

This unit develops knowledge and skills relating to the preparation and completion of business activity statements and instalment activity statements.

It is an important component of the BAS-related education pathway.

FNSTPB412 – Establish and maintain payroll systems

This unit covers the establishment and maintenance of payroll systems and develops practical knowledge relevant to payroll processing and compliance.

Together, these units form the **FNSSS00004 BAS Agent Skill Set** delivered by IIT.

Are FNSTPB411 and FNSTPB412 approved by the TPB?

Yes. International Institute of Technology's **FNSTPB411 and FNSTPB412 units are approved by the Tax Practitioners Board (TPB) for the relevant BAS education pathway**, including the TASA component.

IIT also offers the **FNSSS00004 BAS Agent Skill Set** for students who already hold an appropriate accounting qualification.

The TPB explains that BAS agent applicants must complete a Board-approved course in basic GST/BAS taxation principles, in addition to meeting the applicable primary qualification and experience requirements.

Important: Completing the BAS units or the Certificate IV does not automatically make someone a registered BAS agent. Registration with the TPB involves additional eligibility and experience requirements.

How to become a BAS agent in Australia

If your ultimate goal is to become a **registered BAS agent**, the pathway is more than simply completing a short BAS course.

The TPB currently states that applicants can qualify through specified pathways involving:

- An appropriate accounting or bookkeeping qualification
- A Board-approved GST/BAS course
- Relevant experience

- Other applicable registration requirements

For the accounting qualification pathway, the TPB currently specifies at least a Certificate IV in Financial Services in bookkeeping or accounting, or an equivalent qualification from an RTO or equivalent institution.

This is why the **FNS40222 Certificate IV in Accounting and Bookkeeping** can be particularly valuable for someone considering a long-term bookkeeping or BAS career.

The qualification provides the accounting foundation, while the BAS units provide the relevant GST/BAS education component.

Can I become a BAS agent after completing FNS40222?

FNS40222 is currently cited by the TPB as meeting the education requirements for BAS agent registration.

However, **completing FNS40222 alone does not automatically result in BAS agent registration.**

The TPB also requires applicants to satisfy relevant experience and other eligibility requirements.

The TPB currently lists different experience requirements depending on the registration pathway. For example, its current guidance identifies 1,400 hours of relevant experience in the previous four years under one pathway, or 1,000 hours under the professional association membership pathway.

Students intending to become registered BAS agents should always check the current TPB requirements before applying.

What jobs can I get with Certificate IV in Accounting and Bookkeeping?

Completing FNS40222 can open pathways into a range of accounting and bookkeeping roles.

Potential career outcomes include:

Bookkeeper

Bookkeepers maintain financial records, process transactions, reconcile accounts and assist businesses with their financial administration.

Accounts payable officer

Accounts payable staff manage supplier invoices, payments and related financial records.

Accounts receivable officer

Accounts receivable staff manage customer invoices, payments and outstanding accounts.

Payroll officer

Payroll professionals process employee wages, payroll records and related reporting.

Accounts administration

The qualification can also support accounting administration roles within small businesses and larger organisations.

BAS-related work

With the appropriate qualifications, experience and registration, individuals may pursue BAS-related professional work.

Can I start my own bookkeeping business?

A Certificate IV can provide a strong educational foundation for someone considering starting a bookkeeping business.

However, anyone intending to provide BAS services for a fee or other reward needs to understand the registration requirements that apply to BAS services.

The TPB states that persons providing BAS services for a fee or other reward must be registered as BAS agents, unless an exemption applies.

You should therefore consider:

- Your qualification
- BAS education requirements
- Relevant experience
- TPB registration
- Professional indemnity insurance
- Business structure
- Client engagement processes
- Record keeping
- Professional and ethical obligations
- Continuing professional development

Is Certificate IV Accounting and Bookkeeping good for beginners?

Yes.

FNS40222 is designed to develop accounting and bookkeeping knowledge and skills and can be suitable for people entering the industry.

You don't necessarily need to already be working as an accountant or bookkeeper to begin studying.

The course covers fundamental concepts such as:

- Accounting transactions
- Ledgers
- Reconciliations
- Financial statements
- Budgets
- Payroll
- BAS and IAS
- Computerised accounting systems
- Business documents
- Accounting and bookkeeping workplace practices

This makes it a practical starting point for people looking to change careers or develop their existing skills.

How long does a Certificate IV in Accounting and Bookkeeping take?

The time required to complete FNS40222 depends on the student's circumstances, previous knowledge, available study time, assessment requirements and whether credit transfer or recognition of prior learning applies.

One of the advantages of studying with IIT is the **self-paced online delivery model**.

Rather than having to attend scheduled classroom sessions, students can organise their study around their own circumstances while working within the course requirements and timeframe provided by IIT.

Xero and MYOB accounting software skills

Modern bookkeeping is increasingly technology-based.

Businesses commonly use cloud accounting and payroll systems to manage their financial records.

For this reason, developing computerised accounting skills is an important part of becoming a modern bookkeeper.

FNS40222 includes **FNSACC426 – Set up and operate computerised accounting systems**, providing students with relevant accounting software knowledge.

At IIT, students can also develop practical accounting software skills through the course's accounting software component, with Xero or MYOB options available.

FNS40222 Certificate IV vs other accounting qualifications

If your primary goal is to become a **bookkeeper, payroll officer or develop BAS-related skills**, FNS40222 can be a logical qualification to investigate.

It is specifically focused on accounting and bookkeeping and includes BAS-related units.

For someone wanting to progress into more advanced accounting roles, further qualifications may be appropriate after completing the Certificate IV.

The right pathway depends on your career goals.

Why choose online self-paced accounting study?

Traditional classroom education doesn't suit everyone.

Online self-paced learning can be particularly useful if you:

- Work full-time
- Work part-time
- Have children
- Live outside a major city
- Prefer independent learning
- Need flexible study hours
- Want to change careers
- Have previous accounting experience
- Want to study around other commitments

At IIT, the focus is on making nationally recognised education accessible through **online, self-paced study with dedicated support**.

You can study when it suits you rather than having to restructure your life around classroom timetables.

Start your accounting and bookkeeping career with International Institute of Technology

If you're looking for an **online Certificate IV in Accounting and Bookkeeping**, International Institute of Technology provides a flexible pathway designed for people who want to study without attending traditional classroom sessions.

FNS40222 Certificate IV in Accounting and Bookkeeping

A nationally recognised qualification designed for people seeking careers in accounting and bookkeeping.

Online and self-paced

Study from home and progress through your course according to your individual study schedule and the course requirements.

Dedicated support

You're not left to work everything out yourself. IIT provides support throughout your studies.

ICB endorsed

IIT is endorsed by the **Institute of Certified Bookkeepers (ICB)**, giving students a connection with a leading professional bookkeeping association.

BAS pathway

FNS40222 includes **FNSTPB411 and FNSTPB412**, with the BAS education component approved by the TPB for the relevant pathway.

The TPB currently recognises FNS40222 as a qualification that meets the educational qualification requirements for BAS agent registration, subject to the additional registration and experience requirements.

Frequently Asked Questions

What is FNS40222?

FNS40222 is the nationally recognised **Certificate IV in Accounting and Bookkeeping** qualification. It is designed for roles in accounting and bookkeeping, including bookkeeping and BAS-related work.

Can I study FNS40222 online?

Yes. International Institute of Technology delivers FNS40222 **online and self-paced**, with dedicated support available throughout the course.

Does FNS40222 help me become a BAS agent?

FNS40222 is currently cited by the TPB as meeting the educational qualification requirements for BAS agent registration. However, applicants must also satisfy the applicable experience and other registration requirements.

Are FNSTPB411 and FNSTPB412 approved by the TPB?

IIT's FNSTPB411 and FNSTPB412 units are included in IIT's TPB-approved BAS education pathway. IIT also offers the FNSSS00004 BAS Agent Skill Set containing these two units.

What is FNSTPB411?

FNSTPB411 is **Complete business activity and instalment activity statements**. It is one of the BAS-related units included in FNS40222.

What is FNSTPB412?

FNSTPB412 is **Establish and maintain payroll systems** and is the second BAS-related unit included in IIT's FNS40222 pathway.

Do I need an accounting qualification before studying the BAS Agent Skill Set?

If you are enrolling specifically in the BAS Agent Skill Set, you generally need an appropriate accounting qualification because the BAS units form only part of the overall education requirements for BAS agent registration.

The TPB requires an appropriate primary accounting or bookkeeping qualification in addition to a Board-approved GST/BAS course.

Can I study accounting while working?

Yes. The self-paced online model at IIT is designed to allow students to fit their studies around existing work and personal commitments.

Is FNS40222 suitable if I have never studied accounting before?

Yes. The qualification provides foundational accounting and bookkeeping knowledge and can be suitable for people entering the industry or changing careers.

Take the next step towards a career in accounting and bookkeeping

Whether your goal is to become a **bookkeeper, payroll officer, accounts officer or eventually a registered BAS agent**, choosing the right qualification is an important first step.

International Institute of Technology's FNS40222 Certificate IV in Accounting and Bookkeeping provides a nationally recognised qualification, flexible **online self-paced study**, dedicated student support, an **ICB-endorsed pathway**, and BAS-related education through **FNSTPB411 and FNSTPB412**.

If you're ready to build practical accounting and bookkeeping skills and study at a pace that suits your life, explore **FNS40222 Certificate IV in Accounting and Bookkeeping with International Institute of Technology**.