

PERSONAL LEARNING REQUIREMENTS

FNS40222 Certificate IV in Accounting and Bookkeeping

The skills and abilities required to study in this course and work in the industry include:

Communication Skills

- Ability to express ideas and communicate concisely and clearly to colleagues and clients
- Ability to receive, reflect and act on constructive feedback
- Communicate in a professional manner (e.g. using appropriate language and respect, demonstrating empathy, as well as sensitivity to individual and/or cultural differences)
- Exhibit accurate and clear written communication (e.g. reports, other written work to meet professional standards)
- Establish effective working relationships with colleagues
- Listen actively (e.g. when communicating with stakeholders)
- Seek clarification of instructions
- Speak clearly and directly with clients, colleagues and stakeholders
- Understand and respond to verbal communication accurately and appropriately
- Undertake appropriate and effective communication with team members
- Use appropriate language and respect when working with clients
- Use effective questioning techniques (e.g. understand customer needs / job requirements)

Physical Skills

- Capacity to use computers/smart devices
- Tolerance for working indoors and sitting for long periods of time

Cognitive Skills

- Ability to carry out work in a required order or sequence (e.g. including understanding and following instructions)
- Ability to organise and manage own workload (e.g. planning and prioritising tasks, time management)
- Ability to perform high level numeracy skills (e.g. accurately process and reason with numbers and numerical data, accounting formulae and concepts relevant to the discipline)
- Ability to reflect on own work as well as the wider consequences of financial decisions
- Able to apply and interpret industry related terminology, symbols, abbreviations, language
- Accept responsibility for accurate completion of work and seek help when required
- Business acumen and interest
- Capacity to develop, apply and maintain accounting and bookkeeping industry knowledge
- Capacity to maintain focus and concentration (e.g. to ensure accurate work and to understand clients)
- Effective problem solving ability (e.g. show independence and initiative in identifying and solving problems with clients)
- Good working memory (e.g. able to recall and communicate information with accuracy)
- Read, understand and interpret written materials (e.g. financial statements, budgeting analysis, payroll reports)
- Research skills, with the ability to interpret information and apply to industry requirements
- Strong computer literacy and ability to perform high level accounting skills
- Understand and follow policies and procedures (e.g. legal compliance)

Behavioural & Social Skills

- Ability to manage personal emotions and behaviour calmly and respectfully (e.g. dealing with clients)
- Ability to remain alert, focused and engaged with clients and colleagues
- Ability to work as part of a team and/or independently
- Ability to work under pressure
- Accepts responsibility for own work and outcomes
- Attention to detail
- Comply with legal and/or licencing requirements of industry
- Demonstrate empathy and acceptance towards others
- Dependable and professional (e.g. reliable, responsible, punctual, professional approach and personal presentation, fulfilling obligations, maintaining confidentiality)
- Initiative (e.g. willingness to take on responsibilities and challenges)
- Integrity (e.g. honest and ethical)
- Self-motivated
- Stress tolerance (e.g. deal calmly with stressful situations or under pressure)

Technical Skills

- Operational knowledge of computers/smart devices, including capacity to use online websites and use industry specific software
- Numeracy to undertake financial calculations

Digital Skills

- Able to use useful key words when searching the internet
- Able to format text in a short document
- Able to strengthen a password and updates when prompted
- Begins to use some keyboard shortcuts, e.g. Ctrl C, Ctrl V
- Able to participate in a group message chat e.g. WhatsApp or other
- Able to name, store and locate different files
- Uses reply, reply all and forward email functions appropriately
- Able to create a digital presentation, e.g. PowerPoint®, movie or other
- Interacts with others appropriately using internet based software, e.g. group discussion
- Able to download an eBook

Industry Legislation or Licencing

- Knowledge of and ability to apply current relevant legislation, regulations and codes of practice will be required to work in this industry

Before you Enrol

Please review the requirements listed in this document and think about if you might experience challenges in meeting them related to your disability, health condition, learning support assistance or for any other reason. You should discuss your concerns with us before enrolling in your course and can start the conversation by contacting our Customer Service team at:

Phone: 03 5225 0500

Email: courinfo@gordontafe.edu.au

You can also contact any of our support services:

- Disability Support Team: <https://www.thegordon.edu.au/future-students/student-services/disability-support>
- Learning Support Services: <https://www.thegordon.edu.au/quick-links/gordon-students/learning-support>
- Career Counselling: <https://www.thegordon.edu.au/future-students/student-services/career-services>
- Contact the Geelong or Werribee Skills and Jobs Centre here: <https://www.thegordon.edu.au/skills-and-jobs-centre/about-us>

You can view all courses offered at The Gordon here: <https://www.thegordon.edu.au/courses/all-courses>